26. Electronic Mail and Discussion Forums

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See also:

Chapter 13 Letters and Other Personal Communication

A. Sample Citation and Introduction to Citing Electronic Mail

The general format for a reference to an electronic mail message, including punctuation:
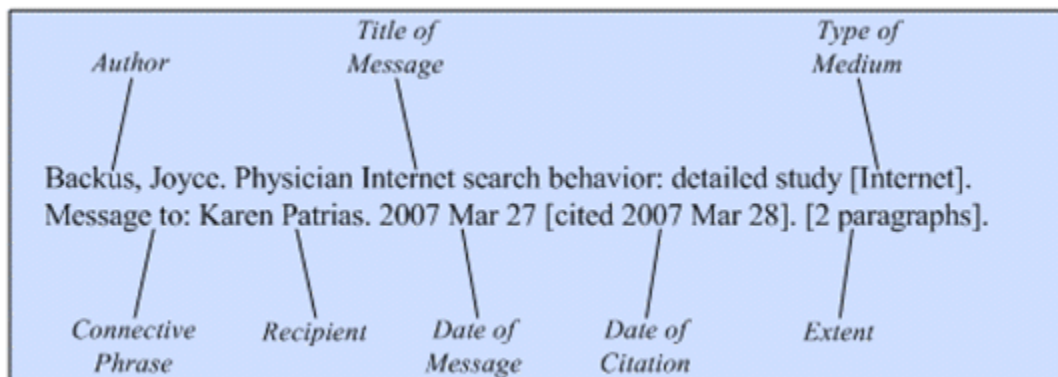

Illustration of the general format for a reference to an electronic mail message.

Examples of Citations to Electronic Mail

Electronic mail or e-mail is a written message sent over communication networks to a single address or to multiple addressees. E-mail systems are maintained by most computer networks, and virtually all online services and Internet service providers have them.

E-mail is a form of personal communication and is not often accepted by editors and others for inclusion in a reference list. Most authorities recommend placing references to e-mail communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate clearly that the citation is not in the reference list. For example:

> …and most of these meningiomas proved to be inoperable (Mar 22, 2007 e-mail from RS Grant to me; unreferenced, see "Notes") while a few….

The author must provide written permission to the publisher from the cited person (if living) or from the cited organization if the message is not accessible to scholars via the e-mail server's archive. The permission should be a statement in an "Acknowledgments" or a "Notes" section following the text of an article or placed at the end of a book's main text. These statements may include additional details, such as the reason for the communication.

It is highly recommended that any message being considered for future citation be saved to disk or in print because not all e-mail systems use a standard method of saving or archiving messages.

The rules below apply when an e-mail message is included in a reference list rather than within the text as described above. References to e-mail messages have a formal structure to clearly identify the author (initiator) and the recipient (receiver) of the communication. Because of the lack of other information to include in a citation to an e-mail message, providing the full names for both author and recipient is recommended as well as clarifying notes on content.

For information on citing letters, see Chapter 13. For further examples of formats for author names and titles, see Chapter 1.

Continue to Citation Rules with Examples for Electronic Mail.

Continue to Examples of Citations to Electronic Mail.

Citation Rules with Examples for Electronic Mail

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title of Message (R) | Content Type (O) | Type of Medium (R) | Connective Phrase (R) | Recipient (R) | Recipient Affiliation (O) | Date (R) | Date of Citation (R) | Extent (Pagination) (O) | Availability (O) | Language (R) | Notes (O)

Author for Electronic Mail (required)

General Rules for Author:

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Organization as author
- Title of author given
- Options for author names

Examples for Author:

1. Standard citation to an electronic mail message
2. Electronic mail message with optional initials for author and recipient
3. Electronic mail message with organization as author

Author Affiliation for Electronic Mail (optional)

General Rules for Author Affiliation:

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Titles in Affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Examples for Author Affiliation:

7. Electronic mail message with affiliations for author and recipient

8. Electronic mail message with position titles for author and recipient included in affiliation

9. Electronic mail message with e-mail addresses included in affiliation

Title of Message for Electronic Mail (required)

General Rules for Title:

- Enter the title of the subject line of a message as it appears on the screen, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title:

- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Titles ending in punctuation other than a period
- No title can be found

Examples for Title:

1. Standard citation to an electronic mail message

Content Type for Electronic Mail (optional)

General Rules for Content Type:

- Use a content type to describe the format of the item being cited
- Begin type information with a left square bracket
- Enter the words "electronic mail on the"
- End content type with space

Specific Rules for Content Type:

- Titles ending in punctuation other than a period
- Titles not in English

Examples for Content Type:

4. Electronic mail message with optional content type

Type of Medium for Electronic Mail (required)

General Rules for Type of Medium:

- Place the type of medium in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket
- Add location information (URL, etc) according to the instructions under Availability below

Specific Rules for Type of Medium:

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Examples for Type of Medium:

1. Standard citation to an electronic mail message

4. Electronic mail message with optional content type

Connective Phrase for Electronic Mail (required)

General Rules for Connective Phrase:

- Use the phrase "Message to" after the title of the message and the Type of Medium
- Follow the phrase with a colon and a space

Examples for Connective Phrase:

1. Standard citation to an electronic mail message

Recipient for Electronic Mail (required)

General Rules for Recipient:

- Begin with the given (first) name and any middle name or initials of the person receiving the communication; follow initials with periods
- Give the surname (family or last name)
- Capitalize surnames and enter spaces in surnames as they appear in the message. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Separate multiple recipients with a semicolon and a space
- End recipient information with a period unless the Recipient Affiliation is given, then use a space

Specific Rules for Recipient:

- Given names containing punctuation, a prefix, a preposition, or particle
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Degrees, titles, and honors before or after a personal name

- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Titles in recipient names
- Organization as recipient
- Options for recipient names

Examples for Recipient:

2. Electronic mail message with optional initials for author and recipient

5. Electronic mail message with multiple recipients

6. Electronic mail message with group as recipient

Recipient Affiliation for Electronic Mail (optional)

General Rules for Recipient Affiliation:

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a semicolon placed outside the closing parenthesis, unless the affiliation is for the last or only recipient, then use a period

Specific Rules for Recipient Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Examples for Recipient Affiliation:

7. Electronic mail message with affiliations for author and recipient

8. Electronic mail message with position titles for author and recipient included in affiliation

9. Electronic mail message with e-mail addresses included in affiliation

Date for Electronic Mail (required)

General Rules for Date:

- Begin with the year the message was sent
- Convert roman numerals to arabic numbers. For example: MMVII to 2007.
- Include the month and day after the year, such as 2007 Apr 30
- Use English names for months and abbreviate them to the first three letters

- End date information with a space

Specific Rules for Date:

- Time of the message included
- Formats for dates
- Non-English names for months
- Optional date location

Examples for Date:

1. Standard citation to an electronic mail message

10. Electronic mail message with time included in date

Date of Citation for Electronic Mail (required)

General Rules for Date of Citation:

- Give the date the message was first seen
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End citation date information with a period placed outside the closing bracket

Specific Rules for Date of Citation:

- Messages not in English

Examples for Date of Citation:

1. Standard citation to an electronic mail message

10. Electronic mail message with time included in date

Extent (Pagination) for Electronic Mail (optional)

General Rules for Extent (Pagination):

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical
- Precede the total with the word "about" for all except the number of paragraphs and place it in square brackets, as [about 5 screens]
- If the message is printed, precede the page total with the word "about" and place it in square brackets, as [about 3 p.]
- End extent information with a period placed outside the closing bracket

Specific Rules for Extent (Pagination):

- Messages containing an attachment

Examples for Extent (Pagination):

11. Electronic mail message with extent provided

Availability for Electronic Mail (optional)

General Rules for Availability:

- Provide the access address of the archive if the message is archived by the mail server
- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit FTP, http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability:

- Breaking long URLs
- URLs not directly addressable

Language for Electronic Mail (required)

General Rules for Language:

- Give the language of the message if not English
- Capitalize the language name
- Follow the language name with a period

Notes for Electronic Mail (optional)

General Rules for Notes:

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- Messages containing an attachment
- System requirements
- Other types of material to include in notes

Examples for Notes:

12. Electronic mail message with a note

Examples of Citations to Electronic Mail

Note: The examples below are derived from actual e-mail messages, but the names and addresses have been changed in most cases to preserve privacy.

1. Standard citation to an electronic mail message

Backus, Joyce. Physician Internet search behavior: detailed study [Internet]. Message to: Karen Patrias. 2007 Mar 27 [cited 2007 Mar 28]. [2 paragraphs].

2. Electronic mail message with optional initials for author and recipient

Backus J. Physician Internet search behavior: detailed study [Internet]. Message to: K. Patrias. 2007 Mar 27 [cited 2007 Mar 28]. [2 paragraphs].

3. Electronic mail message with organization as author

Protein Lounge (San Diego, CA). Pathway illustration tool and database [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1 [cited 2007 May 2]. [about 2 screens].

4. Electronic mail message with optional content type

Protein Lounge (San Diego, CA). Pathway illustration tool and database [electronic mail on the Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1 [cited 2007 May 2]. [about 2 screens].

5. Electronic mail message with multiple recipients

Garner, Patricia. DSL and cable modem costs [Internet]. Message to: Phillip S. Chu; Margaret Lyons. 2006 Apr 23 [cited 2006 Apr 24]. [about 1 screen].

6. Electronic mail message with group as recipient

Zerhouni, Elias A. (Director, National Institutes of Health, Bethesda, MD). NIH Roadmap [Internet]. Message to: NIH staff. 2007 Feb 15 [cited 2007 Feb 15]. [about 3 p.].

7. Electronic mail message with affiliations for author and recipient

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

8. Electronic mail message with position titles for author and recipient included in affiliation

Garner, Patricia (Administrative Officer, National Institute on Aging, Bethesda, MD). DSL and cable modem costs [Internet]. Message to: Phillip S. Chu (Chief, Behavioral and Social Research Program, National Institute on Aging, Bethesda, MD); Margaret Lyons (Chief, Neuroscience and Neuropsychology and Aging Program, Bethesda, MD). 2006 Apr 23 [cited 2006 Apr 24]. [about 1 screen].

Patrias, Karen (Senior Resource Specialist, National Library of Medicine, Bethesda, MD). Dates in tables [Internet]. Message to: Lenore Roberts (Editor, Data-Tech, Inc., Ottawa, ON). 2006 Feb 8 [cited 2006 Feb 9]. [2 paragraphs].

9. Electronic mail message with e-mail addresses included in affiliation

Patrias, Karen (National Library of Medicine, Bethesda, MD. patrias@nlm.nih.gov). Presentation for May meeting [Internet]. Message to: Mary Silco (Food and Drug Administration, White Oak, MD. Mary.Silco@fda.hhs.gov). 2007 Feb 7 [cited 2007 Feb 8]. [about 1 screen].

10. Electronic mail message with time included in date

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda, MD). 2005 Jul 07, 4:19 PM [cited 2005 Jul 8]. [about 1 screen].

11. Electronic mail message with extent provided

Patrias, Karen (National Library of Medicine, Bethesda, MD). Dates in tables [Internet]. Message to: Lenore Roberts (Data-Tech, Inc., Ottawa, ON). 2006 Feb 8 [cited 2006 Feb 9]. [2 paragraphs].

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

Zerhouni, Elias A. (Director, National Institutes of Health, Bethesda, MD). NIH Roadmap [Internet]. Message to: NIH staff. 2007 Feb 15 [cited 2007 Feb 15]. [about 3 p.].

12. Electronic mail message with a note

Patrias, Karen. Presentation for May meeting [Internet]. Message to: Mary Silco. 2007 Feb 7 [cited 2007 Feb 8]. [about 1 screen]. Accompanied by: 1 PowerPoint file.

B. Sample Citation and Introduction to Citing LISTSERVs and Similar Discussion Lists

The general format for a reference to a message from a LISTSERV or similar discussion list, including punctuation:
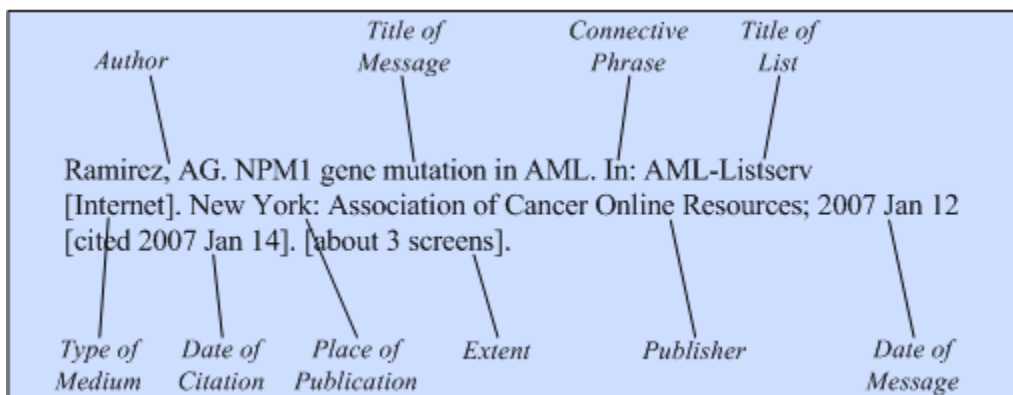

Illustration of the general format for a reference to a message from a LISTSERV or similar discussion list.

Examples of Citations to LISTSERVs and Similar Discussion Lists

LISTSERV is a proprietary name for mailing list software that is a registered trademark of L-Soft International, Inc. However, the term is commonly used as a generic for all mailing list applications.

Mailing lists are usually subject-oriented and provide a forum for member discussion. Individuals join a list and post messages that are sent out to all the list members and receive messages sent by others. Lists may be moderated, i.e., content is filtered before broadcast, or unmoderated.

Like e-mail in general, messages posted to discussion lists are a form of personal communication and are not often accepted by editors and others for inclusion in a reference list. Most authorities recommend placing references to e-mail communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

> …and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to the ANPACC Listserv; unreferenced, see "Notes") report…

When a reference to a discussion list message is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization if the message is not accessible to scholars via the list server's archive. The permission should be stated in an "Acknowledgments" or "Notes" section that follows the text of an article or is placed at the end of a book's main text. These statements may include additional details, such as the reason for the communication.

Because all discussion lists do not employ a standard method of saving or archiving messages, it is highly recommended that any message being considered for future citation be saved to disk or in print.

The rules below apply when a posting to a discussion list is included in a reference list rather than within the text as described above. Because of the lack of other information to include in a citation to an e-mail message, providing the full name for the author is recommended as well as clarifying notes on content.

Some discussion lists post messages consisting entirely of referrals to publications for their members. Do not cite these as messages on the list, but locate the original publication and cite it.

To cite an entire LISTSERV or other discussion list rather than a message from one, use the instructions from Chapter 24A for citing an open serial database. See also example 24.

For information on citing letters, see Chapter 13. For further examples of formats for author names, titles, place of publication, and publisher see Chapter 1.

Continue to Citation Rules with Examples for LISTSERVs and Similar Discussion Lists.

Continue to Examples of Citations to LISTSERVs and Similar Discussion Lists.

Citation Rules with Examples for LISTSERVs and Similar Discussion Lists

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title for Message (R) | Connective Phrase (R) | Title (R) | Address (O) | Content Type (O) | Type of Medium (R) | Place of Publication (R) | Publisher (R) | Date (R) | Date of Citation (R) | Extent (Pagination) (O) | Availability (O) | Language (R) | Notes (O)

Author of Message for Lists (required)

General Rules for Author:

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Organization as author
- Title of author given
- Options for author names

Examples for Author:

1. Standard citation to a message from a LISTSERV or similar discussion list
2. A message from a LISTSERV or similar list with optional full name for author
3. A message from a LISTSERV or similar list with organization as author
4. A message from a LISTSERV or similar list with e-mail address only for author

Author Affiliation for Lists (optional)

General Rules for Author Affiliation:

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space

- Follow the affiliation with a comma placed outside the closing parenthesis

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Examples for Author Affiliation:

5. A message from a LISTSERV or similar list with author affiliation

6. A message from a LISTSERV or similar list with position title for author in affiliation

7. A message from a LISTSERV or similar list with e-mail address of author included in affiliation

Title of Message for Lists (required)

General Rules for Title:

- Enter the title of the subject line of a message as it appears on the screen, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title:

- Titles with required prefix
- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Translated titles ending in punctuation other than a period

Examples for Title:

8. A message from a LISTSERV or similar list with message title having a subtitle

9. A message from a LISTSERV or similar list with required subject preceding message title

10. A message from a LISTSERV or similar list with list title not in English

Connective Phrase for Lists (required)

General Rules for Connective Phrase:

- Use the word "In" after the title of the message
- Follow the word with a colon and a space

Examples for Connective Phrase:

1. Standard citation to a message from a LISTSERV or similar discussion list

Title for Lists (required)

General Rules for Title:

- Enter the title of the list as it appears on screen, in the original language
- Use the capitalization and punctuation found
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End the title with a space

Specific Rules for Title:

- Titles containing special characters
- Titles not in English

Examples for Title:

1. Standard citation to a message from a LISTSERV or similar discussion list

10. A message from a LISTSERV or similar list with list title not in English

11. A message from a LISTSERV or similar list with optional address for list

Address for List (optional)

General Rules for Address:

- Give the e-mail address for the list as provided in the message
- Use the capitalization and punctuation found
- Separate the address from the Title by a space
- Place the address in parenthesis
- Follow the address with a space

Examples for Address:

11. A message from a LISTSERV or similar list with optional address for list

Content Type for Lists (optional)

General Rules for Content Type:

- Use a content type to describe the format of the item being cited
- Begin type information with a left square bracket
- Enter the words "discussion list on the"
- End content type with space

Specific Rules for Content Type:

- Titles not in English

Examples for Content Type:

1. Standard citation to a message from a LISTSERV or similar discussion list

12. A message from a LISTSERV or similar list with optional content type

Type of Medium for Lists (required)

General Rules for Type of Medium:

- Place the type of medium in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket

Specific Rules for Type of Medium:

- Both a content type and a type of medium
- Titles not in English

Examples for Type of Medium:

1. Standard citation to a message from a LISTSERV or similar discussion list

12. A message from a LISTSERV or similar list with optional content type

Place of Publication for Lists (required)

General Rules for Place of Publication:

- Use for place the city of the individual or organization responsible for the list
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication:

- Locating the place of publication
- Non-US cities
- No place of publication can be found

Examples for Place of Publication:

13. A message from a LISTSERV or similar list with well-known place of publication

14. A message from a LISTSERV or similar list with geographic qualifier added to place of publication for clarity

15. A message from a LISTSERV or similar list with unknown place of publication

Publisher for Lists (required)

General Rules for Publisher:

- The publisher is the individual or organization responsible for the list
- Record the name of the publisher as it is found on the screen, using whatever capitalization and punctuation appears
- Abbreviate well-known words in publisher names if desired

- When a division or another subsidiary part of a publisher is provided, enter the publisher name first. For example: University of Texas, Comprehensive Cancer Center.
- End publisher information with a semicolon

Specific Rules for Publisher:

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Examples for Publisher:

16. A message from a LISTSERV or similar list with publisher having subsidiary division

17. A message from a LISTSERV or similar list published by a government agency

Date for Lists (required)

General Rules for Date:

- Begin with the year the message was sent
- Include the month and day after the year, such as 2007 Apr 30
- Use English names for months and abbreviate them to the first three letters
- End date information with a space

Specific Rules for Date:

- Time of the message included
- Formats for dates
- Non-English names for months
- Optional date location

Examples for Date:

1. Standard citation to a message from a LISTSERV or similar discussion list

18. A message from a LISTSERV or similar list with time included in date

Date of Citation for Lists (required)

General Rules for Date of Citation:

- Give the date the message was first seen
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Examples for Date of Citation:

1. Standard citation to a message from a LISTSERV or similar discussion list

Extent (Pagination) for Lists (optional)

General Rules for Extent (Pagination):

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical
- Precede the total with the word "about" for all except the number of paragraphs and place it in square brackets, as [about 5 screens]
- If the message is printed out, precede the page total with the word "about" and place it in square brackets, as [about 3 p.]
- End extent information with a period placed outside the closing bracket

Specific Rules for Extent (Pagination):

- Messages containing an attachment

Examples for Extent (Pagination):

19. A message from a LISTSERV or similar list with extent provided
20. A message from a LISTSERV or similar list with accompanying file

Availability for Lists (optional)

General Rules for Availability:

- If the message is archived by the mail server, the access address of the archive may be provided
- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit FTP, http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability:

- Breaking long URLs
- URLs not directly addressable

Examples for Availability:

21. A message from a LISTSERV or similar list with archive URL provided
22. A message from a LISTSERV or similar list with archive not directly addressable

Language for Lists (required)

General Rules for Language:

- Give the language of the message if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language:

10. A message from a LISTSERV or similar list with list title not in English

Notes for Lists (optional)

General Rules for Notes:

- Notes is a collective term for information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- Message containing an attachment
- System requirements
- Other types of material to include in notes

Examples for Notes:

20. A message from a LISTSERV or similar list with accompanying file

23. A message from a LISTSERV or similar list with a note

Examples of Citations to LISTSERVs and Similar Discussion Lists

Note: The examples below are derived from actual lists, but the names and other components have been changed in most cases to preserve privacy.

1. Standard citation to a message from a LISTSERV or similar discussion list

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

with optional content type

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [discussion list on the Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

2. A message from a LISTSERV or similar list with optional full name for author

Davis, Blake F. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 Mar 2 [cited 2007 Mar 2]. [5 paragraphs].

3. A message from a LISTSERV or similar list with organization as author

GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines].

4. A message from a LISTSERV or similar list with e-mail address only for author

CarrieOlson@aol.com. Creutzfeldt-Jakob disease and nephrology. In: PEDNEFRO-L [Internet]. Prague (Czech Republic): Univerzity Karlovy, Lekarska Fakulta; 1998 Jan 4, 10:01 PM [cited 2007 May 3]. [about 3 p.].

5. A message from a LISTSERV or similar list with author affiliation

Slack HT (TMD and Orofacial Pain Clinic, College of Dentistry, University of Nebraska Medical Center, Lincoln, NE). Orthodontics for TMD therapy. In: OANDP-L [Internet]. Gainesville (FL): O & P digital Technologies; 2007 Apr 20 [cited 2007 Apr 22]. [about 4 screens].

Ramirez AG (Instituto de Biologia Molecular y Celular del Cancer, Universidad de Salamanca, Salamanca, Spain). NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

6. A message from a LISTSERV or similar list with position title for author in affiliation

Slack HT (Clinical Administrator, TMD and Orofacial Pain Clinic, College of Dentistry, University of Nebraska Medical Center, Lincoln, NE). Orthodontics for TMD therapy. In: OANDP-L [Internet]. Gainesville (FL): O & P digital Technologies; 2007 Apr 20 [cited 2007 Apr 22]. [about 4 screens].

7. A message from a LISTSERV or similar list with e-mail address of author included in affiliation

Theron M (Hopital Marmottan, Paris, FR. marie.theron@marmottan.fr). WHO revised global disease standards. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Mar 18 [cited 2007 Apr 1]. [1 paragraph].

8. A message from a LISTSERV or similar list with message title having a subtitle

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

9. A message from a LISTSERV or similar list with required subject preceding message title

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

10. A message from a LISTSERV or similar list with list title not in English

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? In: archivistes hospitaliers [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

with translation included

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Could we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

11. A message from a LISTSERV or similar list with optional address for list

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD (LISTSERV@LISTSERV.iupui.edu) [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L (MEDLIB-L@LISTSERV.BUFFALO.EDU) [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Could we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] (archivistes_hospitaliers@listes.univ-lyon1.fr) [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

12. A message from a LISTSERV or similar list with optional content type

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [discussion list on the Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

13. A message from a LISTSERV or similar list with well-known place of publication

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

14. A message from a LISTSERV or similar list with geographic qualifier added to place of publication for clarity

King M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB.

15. A message from a LISTSERV or similar list with unknown place of publication

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

16. A message from a LISTSERV or similar list with publisher having subsidiary division

Keller CD. Public health training for rural primary care physicians. In: RURALNET-L [Internet]. Huntington (WV): Marshall University School of Medicine, Department of Academic Computing; 2007 Apr 15 [cited 2007 Apr 16]. [about 3 screens].

17. A message from a LISTSERV or similar list published by a government agency

Murray GC. A diagram of the UMLS Semantic Network. In: UMLSUSERS-L [Internet]. Bethesda (MD): National Library of Medicine (US); 2007 Apr 23, 11:33 AM [cited 2007 May 2]. [60 lines].

18. A message from a LISTSERV or similar list with time included in date

Murray GC. A diagram of the UMLS Semantic Network. In: UMLSUSERS-L [Internet]. Bethesda (MD): National Library of Medicine (US); 2007 Apr 23, 11:33 AM [cited 2007 May 2]. [60 lines].

19. A message from a LISTSERV or similar list with extent provided

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines].

Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB.

CarrieOlson@aol.com. Creutzfeldt-Jakob disease and nephrology. In: PEDNEFRO-L [Internet]. Prague (Czech Republic): Univerzity Karlovy, Lekarska Fakulta; 1998 Jan 4, 10:01 PM [cited 2007 May 3]. [about 3 p.].

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

20. A message from a LISTSERV or similar list with accompanying file

Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB. Available from: http://www.afro-nets.org/docs-related.php

21. A message from a LISTSERV or similar list with archive URL provided

Theron M. WHO revised global disease standards. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Mar 18 [cited 2007 Apr 1]. [1 paragraph]. Available from: http://listserv.buffalo.edu/archives/medlib-l.html

CarrieOlson@aol.com. Creutzfeldt-Jakob disease and nephrology. In: PEDNEFRO-L [Internet]. Prague (Czech Republic): Univerzity Karlovy, Lekarska Fakulta; 1998 Jan 4, 10:01 PM [cited 2007 May 3]. [about 3 p.]. Available from: http://www.lf2.cuni.cz/cgi-bin/wilma_hiliter/pednefro-l/199806/msg00000.html?line=80#

22. A message from a LISTSERV or similar list with archive not directly addressable

GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines]. ==Available from: http:// listserv.access.gpo.gov/ by clicking on Online mailing list archives.==

23. A message from a LISTSERV or similar list with a note

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens]. ==List for acute myelocytic leukemia.==

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs]. ==IUPUI is Indiana University-Purdue University Indianapolis.==

24. Entire LISTSERV or similar list

AML-Listserv [Internet]. New York: Association of Cancer Online Resources. 1997 Nov 12 -   [cited 2007 May 11]. Available from: AML-request@LISTSERV.ACOR.ORG

MEDLIB-L [Internet]. Chicago: Medical Library Association. 1995 Aug 16 -   [cited 2007 May 11]. Available from: MEDLIB-L@LIST.UVM.EDU

C. Sample Citation and Introduction to Citing Blogs

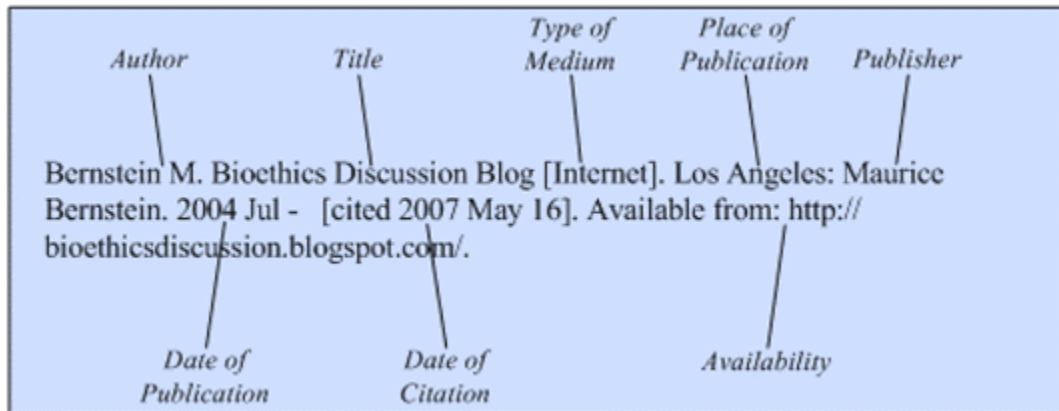The general format for a reference to a blog on the Internet, including punctuation:

Illustration of the general format for a reference to a blog on the Internet.

Examples of Citations to Blogs

Blog is a contraction of Web log. A blog is a publicly available Web site that serves as a personal journal or sounding board for an individual or as an information tool for an organization. The blog owner posts messages and invites comments from readers. Entries or messages are displayed in reverse chronological order and the site is usually updated daily.

In citing a blog, note that:

- The word blog may or may not be a part of the title. If it is not, using the content type "blog" is strongly recommended.
- Many blogs are self-published, with the author and the publisher the same individual.
- Place of publication may be absent. Use the author's city as the place if one is not provided.
- Blogs often omit giving the date the blog began. If no beginning date is found, use the date of the earliest message posted (usually found under Archive) and place it in square brackets.
- Many blogs have new content added daily or very frequently. A date of update/revision is therefore not useful and is omitted from a citation.

Look at the opening screen(s), the bottom or closing screens, sidebar, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a blog.

Contributions to a Blog

To cite an entire blog, use the instructions below. To cite a contribution to a blog, combine the instructions in this chapter with those in Chapter 24C Contributions to Databases on the Internet if the item was written by someone other than the blog owner or in Chapter 24B Parts of Databases on the Internet if the item was posted by the blog owner. See also examples 29-30.

Be aware that the message content of many blogs is not moderated. Many blogs also post articles or other documents that were initially published elsewhere. Do not cite these as contributions to a blog. Locate the original and cite that item.

Messages posted to discussion lists like a blog are considered a form of personal communication and are not often accepted by editors or others for inclusion in a reference list. Most authorities recommend placing references to such communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

> …and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to Nurse Studio Blog; unreferenced, see "Notes") report…

When a reference to a blog posting is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization. The permission should be a statement in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book's main text. Such statements may include additional details, such as the reason for the posting.

It is highly recommended that any message being considered for future citation be saved to disk or in print because blogs may not save or archive messages for retrieval or may withdraw individual messages.

Continue to Citation Rules with Examples for Blogs

Continue to Examples of Citations to Blogs

Citation Rules with Examples for Blogs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Blogs (required)

General Rules for Author/Editor:

- List names in the order they appear on the opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor:

- Determining the author
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Examples for Author/Editor:

1. Standard citation to a blog

2. Blog with an individual(s) as author

3. Blog with optional full names for authors/editors

4. Blog with only first name provided for author

5. Blog with only blog name provided for author

6. Blog with an organization as author

7. Blog with editors where there is no author

8. Blog with no authors

Author Affiliation for Blogs (optional)

General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Examples for Author Affiliation:

9. Blog with author affiliation

Title for Blogs (required)

General Rules for Title:

- Reproduce the title of a blog as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title:

- Determining the title
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character

Examples for Title:

10. Blog title with a subtitle

11. Blog title with upper/lowercase letters, special characters

12. Blog with title ending in punctuation other than a period

13. Blog in a language other than English

Content Type for Blogs (optional)

General Rules for Content Type:

- Use a content type to alert the user that the reference is to a blog, not to a standard book or Web site
- Begin type information with a left square bracket
- Enter the words "blog on"
- End the content type with space

Specific Rules for Content Type:

- Titles ending in punctuation other than a period
- Titles not in English

Examples for Content Type:

1. Standard citation to a blog

14. Blog published with content type given

Type of Medium for Blogs (required)

General Rules for Type of Medium:

- Place the word "Internet" in square brackets after the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below

Specific Rules for Type of Medium:

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Examples for Type of Medium:

1. Standard citation to a blog

14. Blog published with content type given

Editor and other Secondary Authors for Blogs (optional)

General Rules for Editor and other Secondary Authors:

- A secondary author modifies the work of the author. Examples include editors, translators, and producers.
- Place the names of secondary authors after the Type of Medium

- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors:

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Examples for Editor and other Secondary Authors:

15. Blog with secondary authors

Place of Publication for Blogs (required)

General Rules for Place of Publication:

- Use for place of publication the city where the blog is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code, when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication:

- Locating the place of publication
- Non-US cities
- No place of publication can be found

Examples for Place of Publication:

16. Blog with well known place of publication
17. Blog with geographic qualifier added to place of publication for clarity
18. Blog with place of publication inferred
19. Blog with unknown place of publication

Publisher for Blogs (required)

General Rules for Publisher:

- Use for publisher the individual or organization issuing the blog

- Record the name of the publisher as it is found on the title page or opening screens, using whatever capitalization and punctuation appears
- When a division or another subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher:

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Examples for Publisher:

20. Blog with publisher having subsidiary division

21. Blog with government agency or other national body as publisher

22. Blog with publisher inferred

23. Blog with unknown publisher

Date of Publication for Blogs (required)

General Rules for Date of Publication:

- Give the beginning date, i.e., the date the blog was created
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- For an open blog, give the beginning date of the blog followed by a hyphen and 3 spaces
- If the beginning date is not provided, see No beginning date is provided below
- End date information with a space

Specific Rules for Date of Publication:

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No beginning date is provided
- Blog is no longer updated
- Options for date of publication

Examples for Date of Publication:

23. Blog with unknown publisher

26-30

24. Blog with month/day included in date of publication

25. Blog with multiple years

26. Blog with date of copyright instead of date of publication

27. Blog with date obtained from earliest material in it

Date of Citation for Blogs (required)

General Rules for Date of Citation:

- Always include the date the blog was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Examples for Date of Citation:

1. Standard citation to a blog

Availability for Blogs (required)

General Rules for Availability:

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability:

- Breaking long URLs
- URLs not directly addressable

Examples for Availability:

1. Standard citation to a blog

Language for Blogs (required)

General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language:

- Blogs appearing in more than one language

Examples for Language:

13. Blog in a language other than English

Notes for Blogs (optional)

General Rules for Notes:

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- Types of material to include in notes

Examples for Notes:

28. Blog with supplemental note included

Examples of Citations to Blogs

1. Standard citation to a blog

Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct -   [cited 2007 May 16]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

with optional content type

KidneyNotes.com [blog on the Internet]. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

2. Blog with an individual(s) as author

Cohen MH. CAMLAW: complementary and alternative medicine law blog [Internet]. Cambridge (MA): Michael H. Cohen, Esq. c2007 -   [cited 2007 May 16]. Available from: http://www.camlawblog.com/.

Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] -   [cited 2007 May 16]. Available from: http://www.nursingstudio.net

3. Blog with optional full names for authors/editors

Cohen, Michael H. CAMLAW: complementary and alternative medicine law blog [Internet]. Cambridge (MA): Michael H. Cohen, Esq. c2007 -   [cited 2007 May 16]. Available from: http://www.camlawblog.com/.

Ostrovsky, Michael; Genes, Nicholas; Odell, Timothy; Ostrovsky, Gene, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

4. Blog with only first name provided for author

Kim.*Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

5. Blog with only blog name provided for author

Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

6. Blog with an organization as author

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 -   [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

AARP Issues Blog Team. AARP Issues Blog [Internet]. Washington: AARP. [2005 Jan] -   [cited 2007 May 17]. Available from: http://aarp.typepad.com/.

7. Blog with editors where there is no author

Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

8. Blog with no authors

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

HealthNex: IBMers and friends on networked, patient-centric healthcare [Internet]. [place unknown]: IBM. [2006 Sep] -   [cited 2007 May 16]. Available from: http://healthnex.typepad.com/web_log/.

9. Blog with author affiliation

Myers PZ (University of Minnesota, Morris, MN). Pharyngula [blog on the Internet]. New York: ScienceBlogs LLC. [2006 Jan] -   [cited 2007 May 16]. Available from: http://scienceblogs.com/pharyngula/.

Schwitzer G (University of Minnesota, School of Journalism & Mass Communication, Minneapolis, MN). Schwitzer health news blog [Internet]. Minneapolis (MN): HealthNewsReview.org. [2004 Sep] -   [cited 2007 May 17]. Available from: http://blog.lib.umn.edu/schwitz/healthnews/.

10. Blog title with a subtitle

Tenderich A. Diabetes Mine: a gold mine of straight talk and encouragement for people living with diabetes [blog on the Internet]. San Francisco: Amy Tenderich. [2005 Feb] -   [cited 2007 May 16]. Available from:http://www.diabetesmine.com/.

11. Blog title with upper/lowercase letters, special characters

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

Genes N. blogborygmi: a digest of developments in the life of an emergency medicine resident [Internet]. [place unknown]: Nicholas Genes. [2003 Jun] -   [cited 2007 May 16]. Available from: http://blogborygmi.blogspot.com/.

Sharp J. eHealth: a blog devoted to ehealth and healthcare information technology [Internet]. Cleveland (OH): EHEALTH.JOHNWSHARP.COM. [2006 Sep] -   [cited 2007 May 17]. Available from: http://ehealth.johnwsharp.com/.

12. Blog with title ending in punctuation other than a period

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

13. Blog in a language other than English

Arrington M, Ohayon O. TechCrunch: explorons le Web 2.0 [blog on the Internet]. Arrington M, editor. Paris: Pulpmedia. 2005 Jun 11 -   [cited 2007 May 17]. Available from: http://fr.techcrunch.com/. French.

Martins G. O INTERNO: technologia e anesthesia [blog on the Internet]. Porto (Portugal): Gustavo Martins. [2006 Jun] -   [cited 2007 May 17]. Available from: http://ointerno.blogspot.com/. Portuguese.

Fresquet Febrer JL. Blog de Historia de la medicina [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

with translation included

Fresquet Febrer JL. Blog de Historia de la medicina [Blog of the history of medicine] [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] - [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

14. Blog published with content type given

Tenderich A. Diabetes Mine: a gold mine of straight talk and encouragement for people living with diabetes [blog on the Internet]. San Francisco: Amy Tenderich. [2005 Feb] - [cited 2007 May 16]. Available from:http://www.diabetesmine.com/.

Levy P. RUNNING A HOSPITAL [blog on the Internet]. Boston: Beth Israel Deaconess Medical Center. [2006 Aug] - [cited 2007 May 16]. Available from: http://runningahospital.blogspot.com/.

15. Blog with secondary authors

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 - [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 - [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Arrington M, Ohayon O. TechCrunch: explorons le Web 2.0 [blog on the Internet]. Arrington M, editor. Paris: Pulpmedia. 2005 Jun 11 - [cited 2007 May 17]. Available from: http://fr.techcrunch.com/. French.

16. Blog with well known place of publication

Levy P. RUNNING A HOSPITAL [blog on the Internet]. Boston: Beth Israel Deaconess Medical Center. [2006 Aug] - [cited 2007 May 16]. Available from: http://runningahospital.blogspot.com/.

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 - [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

Arrington M, Ohayon O. TechCrunch: explorons le Web 2.0 [blog on the Internet]. Arrington M, editor. Paris: Pulpmedia. 2005 Jun 11 - [cited 2007 May 17]. Available from: http://fr.techcrunch.com/. French.

17. Blog with geographic qualifier added to place of publication for clarity

Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] - [cited 2007 May 16]. Available from: http://www.medgadget.com/.

Schwab S. Surgeonsblog [Internet]. Puget Sound (WA): Sid Schwab. [2006] - [cited 2007 May 16]. Available from: http://surgeonsblog.blogspot.com/.

Pho K. Kevin, M.D.: medical Weblog [Internet]. Nashua (NH): Kevin Pho. [2004 May] - [cited 2007 May 16]. Available from: http://kevinmd.com/blog/.

Martins G. O INTERNO: technologia e anesthesia [blog on the Internet]. Porto (Portugal): Gustavo Martins. [2006 Jun] - [cited 2007 May 17]. Available from: http://ointerno.blogspot.com/. Portuguese.

18. Blog with place of publication inferred

Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan - [cited 2007 May 16]. Available from: http://pharmalot.com/.

Hunscher D. Future Scenarios for Health IT [blog on the Internet]. [Ann Arbor (MI)]: Dale Hunscher. [2006 Aug] - [cited 2007 May 17]. Available from: http://hunscher.typepad.com/futurehit/.

19. Blog with unknown place of publication

Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 - [cited 2007 May 16]. Available from: http://www.docnotes.net/.

Genes N. blogborygmi: a digest of developments in the life of an emergency medicine resident [Internet]. [place unknown]: Nicholas Genes. [2003 Jun] - [cited 2007 May 16]. Available from: http://blogborygmi.blogspot.com/.

20. Blog with publisher having subsidiary division

Gottesman MM The DDIR's COI Blog [Internet]. Bethesda (MD): National Institutes of Health (US), Office of the Director, Office of Intramural Research. 2005 Mar 25 - [cited 2007 May 16]. Available from: http://www.nih.gov/ddir/COIBlog/COIBlog.htm

21. Blog with government agency or other national body as publisher

Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] - [cited 2007 May 16]. Available from: http://www.cdc.gov/health-marketing/blog.htm

22. Blog with publisher inferred

Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] - [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

23. Blog with unknown publisher

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] - [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

24. Blog with month/day included in date of publication

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct - [cited 2007 May 16]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

Gottesman MM The DDIR's COI Blog [Internet]. Bethesda (MD): National Institutes of Health (US), Office of the Director, Office of Intramural Research. 2005 Mar 25 - [cited 2007 May 16]. Available from: http://www.nih.gov/ddir/COIBlog/COIBlog.htm

25. Blog with multiple years

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 - [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

26. Blog with date of copyright instead of date of publication

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 - [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 - [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

27. Blog with date obtained from earliest material in it

Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] - [cited 2007 May 16]. Available from: http://www.cdc.gov/health-marketing/blog.htm

Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] - [cited 2007 May 16]. Available from: http://www.nursingstudio.net

28. Blog with supplemental note included

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] - [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/. Topic is emergency medicine.

Tripathi M. MAeHC Blog [Internet]. Waltham (MA): Micky Tripathi. [2006] - [cited 2007 May 17]. Available from: http://maehc.blogspot.com/. MAeHC is the Massachusetts eHealth Collaborative.

29. Contribution to a blog on the Internet by someone other than the blog owner

Teresa. Comments on: "Flo's pledge: deal or no deal?" 2007 May 11 [cited 2007 May 16]. In: Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. San Francisco: Emergiblog. c2005-2007 - .[about 1 screen]. Available from: http://www.emergiblog.com/.

with author affiliation

Lopez J (Western Pacific Regional Office of the World Health Organization, Manila, Philippines). Comment on: "This blog can save your life!" and "Health Communication: Science and Art." 2006 Oct 15 [cited 2007 May 17]. In: Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] - .[about 2 screens]. Available from: http://www.cdc.gov/healthmarketing/blog_101106.htm

30. Contribution to a blog on the Internet from the blog owner

Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 - . CRP again; 2004 Apr 2 [cited 2007 May 23]; [about 1 screen]. Available from: http://www.docnotes.net/cat_cardiology.html

Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] - . i-Mammo part II: breasts, lies and videotapes; 2005 Apr 15 [cited 2007 May 23]; [about 4 screens]. Available from: http://codeblue-blog.blogs.com/.

D. Sample Citation and Introduction to Citing Wikis

The general format for a reference to a wiki on the Internet, including punctuation:
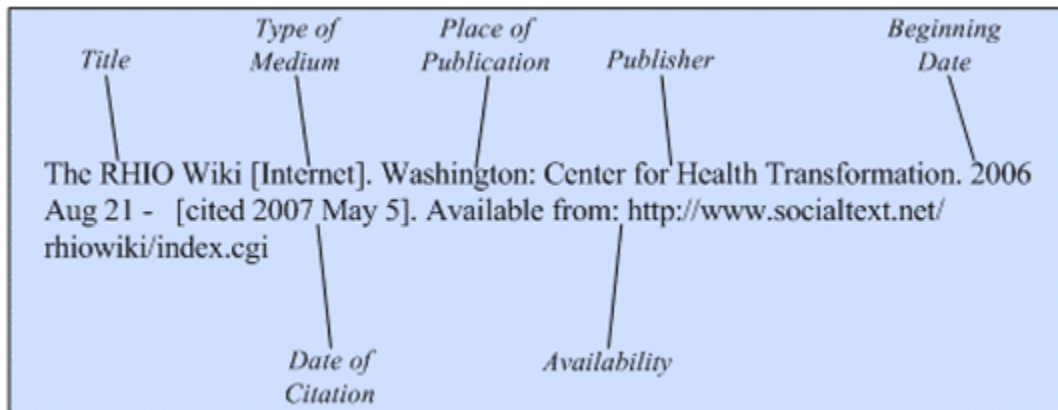

Illustration of the general format for a reference to a wiki on the Internet.

Examples of Citations to Wikis

A wiki is a multi-authored or collaborative Web site that permits users to create additional content for the site and to edit existing content. Users may also add comments to content, ask questions, and reply to questions posed by others. The term wiki is derived from the Hawaiian "wiki wiki", which means quick. Wikipedia is perhaps the most widely known general wiki. Most other wikis are devoted to a particular subject, like AIDS Wiki or WIKISURGERY.

To cite a wiki:

- Always begin with the title. If the word wiki is not included, using the content type "wiki" is strongly recommended.
- Enter as secondary authors those named as editors, curators, moderators, and other similar roles.
- Look to the opening screen(s), the sidebar, links from the site, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a wiki.
- If publication facts are absent from these sources, look for a link labeled "About this site", "History", or similar wording.

Contributions to a Wiki

To cite an entire wiki, use the instructions below. To cite a contribution to a wiki, combine the instructions in this chapter with those in Chapter 24C Contributions to Databases on the Internet if the contribution has an author named or with Chapter 24B Parts of Databases on the Internet if the contribution has no author named. See also examples 25-26.

Be aware, however, that many wikis are not moderated. Since anyone can post text to most wikis, the validity of the content may be questionable. Even for moderated sites, the content is generally only reviewed after posting and the content may remain online for some time before review. Note also that many wikis post articles or other documents that were initially published elsewhere. Do not cite these as contributions to a wiki. Locate the original and cite that item.

Messages or other content posted to discussion lists including wikis are a form of personal communication and not often accepted by editors or others for inclusion in a reference list. Most authorities recommend placing references to such communications within the running text, not as formal end references. The nature and source

of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

…and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to Nurse Wiki; unreferenced, see "Notes") report…

When a reference to a wiki posting is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization. The permission should be a statement in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book's main text. These statements may include additional details, such as the reason for the posting.

It is highly recommended that any message/content considered for future citation be saved to disk or in print because all wikis may not save or archive message content for retrieval or may withdraw some content.

Continue to Citation Rules with Examples for Wikis.

Continue to Examples of Citations to Wikis.

Citation Rules with Examples for Wikis

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Content Type (O) | Type of Medium (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Title for a Wiki (required)

General Rules for Title:

- Reproduce the title of a wiki as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title:

- Determining the title
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter or another special character

Examples for Title:

1. Standard citation to a Wiki
2. Wiki title with subtitle
3. Wiki title with upper/lowercase letters and symbols
4. Wiki title in a language other than English
5. Wiki in multiple languages

Content Type for a Wiki (optional)

General Rules for Content Type:

- Use a content type to alert the user that the reference is to a wiki, not to a standard book or Web site
- Begin type information with a left square bracket
- Enter the phrase "wiki on the"
- End the content type with space

Specific Rules for Content Type:

- Titles ending in punctuation other than a period
- Titles not in English

Examples for Content Type:

6. Wiki with optional content type

Type of Medium for a Wiki (required)

General Rules for Type of Medium:

- Place the word "Internet" in square brackets after the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below

Specific Rules for Type of Medium:

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Examples for Type of Medium:

1. Standard citation to a Wiki
6. Wiki with optional content type

Editor and other Secondary Authors a Wiki (optional)

General Rules for Editor and other Secondary Authors:

- Place the names of secondary authors, such as editors, curators, and moderators, after the Type of Medium
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named curator with a comma and the word curator or curators, etc.
- End secondary author information with a period

Specific Rules for Editor and other Secondary Authors:

- Role not named
- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Examples for Editor and other Secondary Authors:

7. Wiki with editors or curators named

Place of Publication for a Wiki (required)

General Rules for Place of Publication:

- Use for place of publication the city where the wiki is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities, or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)

- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code, when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication:

- Locating the place of publication
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Examples for Place of Publication:

8. Wiki with well known place of publication

9. Wiki with geographic qualifier added to place of publication for clarity

10. Wiki with place of publication inferred

11. Wiki with unknown place of publication

Publisher for a Wiki (required)

General Rules for Publisher:

- Use for publisher the individual or organization issuing the wiki
- Record the name of the publisher as it is found on the title page or opening screens, using whatever capitalization and punctuation appears
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher:

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Examples for Publisher:

12. Wiki with publisher having subsidiary division

13. Wiki with government agency or other national body as publisher

14. Wiki with individual as publisher

15. Wiki with joint publishers

16. Wiki with publisher inferred

17. Wiki with unknown publisher

Date of Publication for a Wiki (required)

General Rules for Date of Publication:

- Give the beginning date, i.e., the date the wiki was created
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day, if desired, after the year, such as 2004 May 6
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication:

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of creation is provided
- Wiki is no longer accepting contributions
- Options for date of publication

Examples for Date of Publication:

18. Wiki with month/day included in date of publication

19. Wiki with date of copyright instead of date of publication

20. Wiki with date obtained from earliest additions

21. Wiki with date estimated

22. Wiki with unknown beginning date of publication

Date of Update/Revision for a Wiki (required)

General Rules for Date of Update/Revision:

- Begin update/revision information with a left square bracket
- Use the word for update or revision provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision:

- Locating the date of update/revision
- Non-English names for months
- Both a date of update and a date of revision

Examples for Date of Update/Revision:

23. Wiki with update/revision date

Date of Citation for a Wiki (required)

General Rules for Date of Citation:

- Always include the date the wiki was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation:

- Both a date of update/revision and a date of citation

Examples for Date of Citation:

1. Standard citation to a Wiki
23. Wiki with update/revision date

Availability for a Wiki (required)

General Rules for Availability:

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability:

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Examples for Availability:

1. Standard citation to a Wiki

Language for a Wiki (required)

General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language:

- Wikis appearing in more than one language

Examples for Language:

4. Wiki title in a language other than English

5. Wiki in multiple languages

Notes for a Wiki (optional)

General Rules for Notes:

- Notes is a collective term for any further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- System requirements
- Other types of material to include in notes

Examples for Notes:

24. Wiki with supplemental note included

Examples of Citations to Wikis

1. Standard citation to a Wiki

WIKISURGERY [Internet]. London: Surgical Associates Ltd. 2006 Sep -   [modified 2007 Jan 30; cited 2007 May 3]. Available from: http://www.wikisurgery.com/.

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

with optional content type

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

2. Wiki title with subtitle

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/.

3. Wiki title with upper/lowercase letters and symbols

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

xanthusBase [Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

ganfyd [Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

4. Wiki title in a language other than English

PflegeWiki [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

with translation included

PflegeWiki [Nursing Wiki] [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

5. Wiki in multiple languages

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://www.wikipedia.org/. English, French, Japanese, Italian, Spanish, German, Polish, Dutch, Portuguese, Swedish.

6. Wiki with optional content type

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

PubDrug [wiki on the Internet]. [place unknown: publisher unknown]. 2006 Nov 8 -   [cited 2007 May 5]. Available from: http://www.pubdrug.org/.

7. Wiki with editors or curators named

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   [cited 2007 May 23]. Available from: http://www.rxwiki.com/.

Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] -   [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

AskDrWiki: a medical Wiki with the goal of creating a collective online memory for physicians, nurses, and medical students [Internet]. Civello K, Jefferson B, Bailey S, McWilliams M, editors. [place unknown]: Open Access Medical Informatics Group. 2006 Nov -   [modified 2007 May 3; cited 2007 May 4]. Available from: http://www.askdrwiki.com/.

HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

8. Wiki with well known place of publication

The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi

9. Wiki with geographic qualifier added to place of publication for clarity

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

PflegeWiki [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

10. Wiki with place of publication inferred

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 -   [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

Flu Wiki [Internet]. [Virginia]: Melanie Mattson. 2005 Jun -   [modified 2007 Feb 21; cited 2007 May 4]. Available from: http://www.fluwikie.com/.

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

11. Wiki with unknown place of publication

WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov - [cited 2007 May 4]. Available from: http://wikiomics.org/.

AskDrWiki: a medical Wiki with the goal of creating a collective online memory for physicians, nurses, and medical students [Internet]. Civello K, Jefferson B, Bailey S, McWilliams M, editors. [place unknown]: Open Access Medical Informatics Group. 2006 Nov -   [modified 2007 May 3; cited 2007 May 4]. Available from: http://www.askdrwiki.com/.

AIDS Wiki [Internet]. [place unknown: publisher unknown]. 2006 Jan -   [modified 2007 Apr 26; cited 2007 May 4]. Available from: http://www.reviewingaids.org/awiki/.

12. Wiki with publisher having subsidiary division

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] -   [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?Wiki-HomePage#nid35OA

13. Wiki with government agency or other national body as publisher

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] -   [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?Wiki-HomePage#nid35OA

14. Wiki with individual as publisher

Flu Wiki [Internet]. [Virginia]: Melanie Mattson. 2005 Jun -   [modified 2007 Feb 21; cited 2007 May 4]. Available from: http://www.fluwikie.com/.

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

15. Wiki with joint publishers

The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

16. Wiki with publisher inferred

xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

17. Wiki with unknown publisher

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

AIDS Wiki [Internet]. [place unknown: publisher unknown]. 2006 Jan -   [modified 2007 Apr 26; cited 2007 May 4]. Available from: http://www.reviewingaids.org/awiki/.

18. Wiki with month/day included in date of publication

AskDrWiki: a medical Wiki with the goal of creating a collective online memory for physicians, nurses, and medical students [Internet]. Civello K, Jefferson B, Bailey S, McWilliams M, editors. [place unknown]: Open Access Medical Informatics Group. 2006 Nov -   [modified 2007 May 3; cited 2007 May 4]. Available from: http://www.askdrwiki.com/.

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

19. Wiki with date of copyright instead of date of publication

xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 - [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

20. Wiki with date obtained from earliest additions

WikiMD [Internet]. Philadephia: Prab R. Tumpati. [2004] - [cited 2007 May 5]. Available from: http://69.60.110.99/wikimd/index.php?title=Main_Page

HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] - [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

21. Wiki with date estimated

Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] - [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] - [cited 2007 May 23]. Available from: http://www.rxwiki.com/.

22. Wiki with unknown beginning date of publication

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] - [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] - [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?Wiki-HomePage#nid35OA

HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] - [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

23. Wiki with update/revision date

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May - [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] - [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

24. Wiki with supplemental note included

The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 - [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi RHIO = Regional Health Information Organizations.

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] - [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/. GANFYD stands for Get A Note From Your Doctor.

WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov - [cited 2007 May 4]. Available from: http://wikiomics.org/. Funded by the Godzik lab at the Burnham Institute for Medical Research in San Diego, CA.

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/. Current support from the National Science Foundation Biological Databases & Informatics Program and MIT's Cell Decision Process Center.

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   [cited 2007 May 23]. Available from: http://www.rxwiki.com/. Content accepted only from licensed pharmacists.

Radiopaedia.org [Internet]. [place unknown: publisher unknown]. 2005 Dec 6 -   [cited 2007 May 5]. Available from: http://www.radiopaedia.org/. Formerly called Wikiradiology.

25. A contribution to a wiki with authorship given

McEvoy D. The symptoms of IBS. c2006 [cited 2007 May 14]. In: WIKISURGERY [Internet]. London: Surgical Associates Ltd. 2006 -   . [5 paragraphs]. Available from: http://www.wikisurgery.com/index.php?title=The_symptoms_of_IBS

with author affiliation

Gardner PP (Molecular Evolution Group, Institute of Molecular Biology, University of Copenhagen, Copenhagen, Denmark). RNA phylogenetics. 2006 Sep 11 [modified 2006 Oct 4; cited 2007 May 14]. In: WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   . [about 2 screens]. Available from: http://wikiomics.org/wiki/RNA_phylogenetics

26. A contribution to a wiki without authorship given

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   . Celecoxib; [modified 2007 May 9; cited 2007 May 23]; [about 5 p.]. Available from: http://www.rxwiki.com/~medicati/index.php?title=Celebrex

Box 1: Surnames with hyphens and other punctuation in them:

• Keep hyphens in surnames

> Estelle Palmer-Canton   *becomes*   Palmer-Canton, Estelle
>
> Ahmed El-Assmy   *becomes*   El-Assmy, Ahmed

• Keep particles, such as O', D', and L'

> Alan D. O'Brien   *becomes*   O'Brien, Alan D.
>
> James O. L'Esperance   *becomes*   L'Esperance, James O.
>
> U. S'adeh   *becomes*   S'adeh, U.

• Keep all other punctuation in surnames

> Charles A. St. James   *becomes*   St. James, Charles A.

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Box 2: Other surname rules:

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit, Lama

    Jiddeke M. van de Kamp   *becomes*   van de Kamp, Jiddeke M.

    Gerard de Pouvourville   *becomes*   de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno, Sergio

    Jaime Mier y Teran   *becomes*   Mier y Teran, Jaime

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    o Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

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Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

• Keep hyphens joining given (first or middle) names

  Jean-Louis Lagrot   *becomes*   Lagrot, Jean-Louis

• Keep prefixes, prepositions, and other particles

  D'Arcy Hart   *becomes*   Hart, D'Arcy

  W. St. John Patterson   *becomes*   Patterson, William St. John

  De la Broquerie Fortier   *becomes*   Fortier, De la Broquerie

  Craig McC. Brooks   *becomes*   Brooks, Craig McC.

• Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

  Ch. Wunderly   *becomes*   Wunderly, Ch.

  Charles Fr. Erdman   *becomes*   Erdman, Charles Fr.

• For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.

  Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

Box 4: Degrees, titles, and honors before or after a personal name:

• Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.   *becomes*   Reed, James A.

  Kristine Schmidt, Ph.D.   *becomes*   Schmidt, Kristine

  Robert V. Lang, Major, US Army   *becomes*   Lang, Robert V.

• Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand   *becomes*   Hildebrand, Frances

  Dr. Jane Eberhard   *becomes*   Eberhard, Jane

  Captain R.C. Williams   *becomes*   Williams, R.C.

Box 5: Designations of rank in a family, such as Jr and III:

• Place family designations of rank after the given (first) name and any middle name or initials
• End initials and Jr or Sr with periods
• Convert roman numerals to arabic ordinals
  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita, Vincent T. Jr.

  James G. Jones II   *becomes*   Jones, James G. 2nd

  John A. Adams III   *becomes*   Adams, John A. 3rd

  Henry B. Cooper IV   *becomes*   Cooper, Henry B. 4th

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Box 6: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

• Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
• Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.

  Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  o Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

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Box 7: Organization as author:

An organization such as a university, society, association, corporation, or government body may be an author.

• Omit "The" preceding an organizational name

   The American Cancer Society   *becomes*   American Cancer Society

• If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

   American Medical Association, Committee on Ethics.

   International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

   American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

   National Academy of Sciences (US).

   Royal Marsden Hospital (GB).

• For names of organizations in languages other than English:

   ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Istituto di Fisiologia Clinica del CNR.

      Universitatsmedizin Berlin.

      Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

   ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html]. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

      or

      [Russian Respiratory Society].

   ○ Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

      [Chinese Medical Society].

   ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      ▪ Treat letters marked with diacritics or accents as if they are not marked

         À   *treated as*   A

         Ø   *treated as*   O

         Ç   *treated as*   C

         Ł   *treated as*   L

         à   *treated as*   a

         ĝ   *treated as*   g

         ñ   *treated as*   n

ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

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Box 8: Title of author given:

- If the author's title is given, place it at the beginning of the affiliation

    Leavitt, Michael O. (Secretary, Department of Health and Human Services, Washington, DC).

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Box 9: Options for author names:

The following format is not NLM practice for citing authors of messages, but is an acceptable option:

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

    Takagi Y.

    Moskowitz MA.

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Box 10: Abbreviations in affiliations:

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

   Examples:

      Acad. for Academy

      Assoc. for Association

      Co. for Company

      Coll. for College

      Corp. for Corporation

      Dept. for Department

      Div. for Division

      Inst. for Institute or Institution

      Soc. for Society

      Univ. for University

   See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

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Box 11: E-mail address included:

• Follow the US state, Canadian province, or country of the author with a period and a space

• Insert the e-mail address as it appears in the message

• Do not end an e-mail address with a period

• Place the e-mail address inside the closing parenthesis for the author affiliation
   Example:

      Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

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Box 12: Titles in affiliations:

• If the author's title is given, place it at the beginning of the affiliation

      Leavitt, Michael O. (Secretary, Department of Health and Human Services, Washington, DC).

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Box 13: Organizational names for affiliations not in English:

• Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

• Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

> Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

> Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

• Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

> Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

• Translate organizational names in character-based languages (Chinese, Japanese, Korean)

> Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

> Å *treated as* A
>
> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ *treated as* ae
>
> œ *treated as* oe

• Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

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Box 14: Names for cities and countries not in English:

• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

> Moskva   *becomes*   Moscow
>
> Wien   *becomes*   Vienna
>
> Italia   *becomes*   Italy
>
> Espana   *becomes*   Spain

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Box 15: No affiliation found:

• If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the message or from knowledge of the writer, put the place name in square brackets

> Wolf, Michael R. (University of Southern California, [Los Angeles], CA).
>
> Gonzales, Roberto ([Harvard Medical School, Boston, MA]).

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Box 16: Titles containing a Greek letter, chemical formula, or another special character:

• Capitalize the first word of a message title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

> c-jun/AP-1 activation and the antiproliferative activity of phenethyl isothiocyanate
>
> p53 and its downstream proteins as molecular targets of cancer

• If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

> Microglial α7 nicotinic acetylcholine receptors
>
> *or*
>
> Microglial alpha7 nicotinic acetylcholine receptors

• If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

> Phospholipase C/IP$_3$ pathway
>
> *or*
>
> Phospholipase C/IP(3) pathway

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Box 17: Titles not in English:

• Provide the message title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

   La recherche sur les embryons [Internet].

• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

   Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Internet].

• Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

   Anrakushi to keiho [Internet].

   or

   [Euthanasia and criminal law] [Internet].

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

   ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

• Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

   Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben [Internet].

• Provide an English translation after the original language or romanized title when possible; place translations in square brackets

   Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [Internet].

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Box 18: Titles ending in punctuation other than a period:

• Most message titles end in a period. Place the closing period after the type of medium.

> Backus J. Physician Internet search behavior: detailed study [Internet].

• If a message title ends in another form of punctuation, keep that punctuation and end the type of medium with a period

> Joshua P. AAPC announces a new partnertship! [Internet].

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Box 19: No title can be found:

Occasionally an author will leave the subject line blank; the message simply begins with the text. When this occurs:

• Construct a title from the first few words of the text
• Use enough words to make the constructed title meaningful
• Place the constructed title in square brackets

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Box 20: Titles ending in punctuation other than a period:

• Most message titles end in a period. Place the closing period after the content type and type of medium.

> Backus J. Physician Internet search behavior: detailed study [electronic mail on the Internet].

• If a message title ends in another form of punctuation, keep that punctuation and end the content type and type of medium with a period

> Joshua PA. AAPC announces a new partnership! [electronic mail on the Internet].

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Box 21: Titles not in English:

• If a translation of a title is provided, give the translation after the original or romanized title and place it in square brackets
• Put "electronic mail on the Internet" in square brackets following the translation
• End with a period
  Example:

> Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [electronic mail on the Internet].

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Box 22: Both a content type and a type of medium:

- Give the content type "electronic mail" before the type of medium separated by "on the"

  Carlyle RC. Stem-cell-based therapies for heart disease [electronic mail on the Internet].

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Box 23: Titles ending in punctuation other than a period:

- Most message titles end in a period. Place the closing period after the type of medium.

  Backus J. Physician Internet search behavior: detailed study [Internet].

- If a message title ends in another form of punctuation, keep that punctuation and end the type of medium with a period

  Joshua PA. AAPC announces a new partnership! [Internet].

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Box 24: Titles not in English:

- If a translation of a title is provided, give the translation after the original or romanized title and place it in square brackets
- Put Internet in square brackets following the translation
- End with a period
  Example:

  Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [Internet].

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Box 25: Given names containing punctuation, a prefix, a preposition, or particle:

• Keep hyphens joining given (first or middle) names

     Jean-Louis Lagrot

• Keep prefixes, prepositions, or other particles

     D'Arcy Hart

     W. St. John Patterson

     De la Broquerie Fortier

     Craig McC. Brooks

• Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

     Ch. Wunderly

     Charles Fr. Erdman

• For non-English names that are (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

     Iu. A. Iakontov

     Georgios Th. Tsakalos

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Box 26: Surnames with hyphens and other punctuation in them:

• Keep hyphens in surnames

     Estelle Palmer-Canton

     Ahmed El-Assmy

• Keep particles, such as O', D', and L'

     Alan D. O'Brien

     James O. L'Esperance

     U. S'adeh

• Keep all other punctuation in surnames

     Charles A. St. James

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Box 27: Other surname rules:

• Keep prefixes in surnames

    Lama Al Bassit

    Jiddeke M. van de Kamp

    Gerard de Pouvourville

• Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno

    Jaime Mier y Teran

    Virginie Halley des Fontaines

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

   ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

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Box 28: Degrees, titles, and honors before or after a personal name:

• Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S. *becomes* James A. Reed

    Kristine Schmidt, Ph.D. *becomes* Kristine Schmidt

    Robert V. Lang, Major, US Army *becomes* Robert V. Lang

• Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand *becomes* Frances Hildebrand

    Dr. Jane Eberhard *becomes* Jane Eberhard

    Captain R.C. Williams *becomes* R.C. Williams

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Box 29: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the surname
- Omit any commas between the surname and the designation
- Follow Jr or Sr with a period
- Convert roman numerals to arabic ordinals
    Examples:

    Vincent T. DeVita, Jr.   *becomes*   Vincent T. DeVita Jr.

    James G. Jones, II   *becomes*   James G. Jones 2nd

    John A. Adams III   *becomes*   John A. Adams 3rd

    Henry B. Cooper IV   *becomes*   Henry B. Cooper 4th

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Box 30: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov

    Georgios Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

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Box 31: Titles in recipient names:

• If the recipient's title is given, place it at the beginning of the affiliation, if desired

      Message to: Kenneth P. Moritsugu (Acting Surgeon General, Department of Health and Human Services, Washington, DC).

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Box 32: Organization as recipient:

An organization such as a university, society, association, corporation, or governmental body is the recipient of a message.

• Omit "The" preceding an organizational name

   The American Cancer Society   *becomes*   American Cancer Society

• If a division or another part of an organization is included, give the parts of the name in hierarchical order, separated by commas

   Committee on Ethics, American Medical Association.

   Organic and Biomolecular Chemistry Division, International Union of Pure and Applied Chemistry.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

   National Academy of Sciences (US).

   Royal Marsden Hospital (GB).

• For names of organizations in languages other than English:

   ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Istituto di Fisiologia Clinica del CNR.

      Universitatsmedizin Berlin.

      Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

   ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html]. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

      or

      [Russian Respiratory Society].

   ○ Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

      [Chinese Medical Society].

   ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      ■ Treat letters marked with diacritics or accents as if they are not marked

         À   *treated as*   A

         Ø   *treated as*   O

         Ç   *treated as*   C

         Ł   *treated as*   L

         à   *treated as*   a

         ĝ   *treated as*   g

         ñ   *treated as*   n

         ü   *treated as*   u

      ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

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æ   *treated as*   ae

œ   *treated as*   oe

Box 33: Options for recipient names:

The following format is not NLM practice for citing recipients, but is an acceptable option:

• Given (first) and middle names of recipients may be reduced to initials. See Chapter 1 for instructions on converting names to initials.

Y Takagi

MA Moskowitz

Box 34: Abbreviations in affiliations:

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 35: E-mail address included:

- Follow the US state, Canadian province, or country of the recipient with a period and a space
- Insert the e-mail address as it appears in the message
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the affiliation
  Example:

    Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

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Box 36: Title in affiliations:

- If the recipient's title is given, place it at the beginning of the affiliation if desired

    Message to: Kenneth P. Moritsugu (Acting Surgeon General, Department of Health and Human Services, Washington, DC).

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Box 37: Organizational names for affiliations not in English:

• Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Surround the affiliation with parentheses.

• Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

> Message to: Antoine F. Carpentier (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

• Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

> Message to: Mihai Barbulescu (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

• Translate organizational names in character-based languages (Chinese, Japanese, Korean)

> Message to: Kanako Susaki (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

> Å *treated as* A
>
> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ *treated as* ae
>
> œ *treated as* oe

• Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 38: Names for cities and countries not in English:

• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

> Moskva *becomes* Moscow
>
> Wien *becomes* Vienna
>
> Italia *becomes* Italy
>
> Espana *becomes* Spain

Box 39: No affiliation found:

• If no affiliation for the recipient is found or the affiliation is incomplete but it can be determined from elsewhere in the message or from knowledge of the recipient, put the place name in square brackets

> Message to: John G. Grant (University of Utah Health Sciences Center, [Salt Lake City], UT).

> Message to: Roberto Gonzales ([Harvard Medical School, Boston, MA]).

Box 40: Time of the message included:

• Follow the date of the message with a comma and a space
• Give the time in the format hour:minutes, such as 10:15, and a space
• Enter the time as AM or PM
• End with a space
Example:

> Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07, 4:19 PM [cited 2005 Jul 8]. [about 1 screen].

Box 41: Formats for dates:

- Dates in US messages usually appear in the format month day, year. For example: 5/1/2007 or April 23, 2007.
- Dates in other countries may appear in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

    5/1/2007   *becomes*   2007 May 1

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

    mayo = May

    luty = Feb

    brezen = Mar

    Example:

       22 Marz 2002   *becomes*   2002 Mar 22

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Box 42: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

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Box 43: Optional date location:

It is not NLM policy, but the following is an acceptable option:

The date for the message may follow the author name in the list of references when the name-year system of in-text references is used.

• Use the complete date of the communication
• Place the date after the author and any author affiliation, followed by a period and a space
• Keep the date of citation in its standard place

NLM citation:

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

Name-year system of citation:

Harris, Pat (National Information Standards Organization, Bethesda, MD). 2005 Jul 7. ISO standards on bibliographic references to be revised. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). [cited 2005 Jul 8]. [about 1 screen].

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Box 44: Messages not in English:

• Use English names for months and abbreviate them using the first three letters
• Enter the year first, then the month and the day, regardless of the format used in the country of origin

5/1/2007   *becomes*   2007 May 1

2004/12/02 *becomes*   2004 Dec 2

30.07.2004 *becomes*   2004 Jul 30

2004-10-02 *becomes*   2004 Oct 2

14 June 2004 *becomes*   2004 Jun 14

15/06/2005 *becomes*   2005 Jun 15

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Box 45: Messages containing an attachment:

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space
- Give the number and type of items

    2 Word files

    1 PowerPoint file

    1 videocast

- End with a period
- Place accompaniment information after the date of citation and any extent provided
  Example:

    Patrias, Karen. Presentation for May meeting [Internet]. Message to: Mary Silco. 2007 Feb 7, 1:05 pm [cited 2007 Apr 6]. [about 1 screen]. Accompanied by: 1 PowerPoint file.

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Box 46: Breaking long URLs:

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

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Box 47: URLs not directly addressable:

The URL as displayed may not always be used to retrieve the message, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL
  Example:

    Available from: http://www.genomic.unimelb.edu.au/mdi/ by using the Archives link.

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Box 48: Messages containing an attachment:

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

• Begin with the phrase "Accompanied by" followed by a colon and a space

• Give the number and type of items

> 2 Word files
>
> 1 PowerPoint file
>
> 1 videocast

• End with a period

• Place accompaniment information after the date of citation and any extent provided

Example:

> Patrias, Karen. Presentation for May meeting [Internet]. Message to: Mary Silco. 2007 Feb 7, 1:05 pm [cited 2007 Apr 6]. [about 1 screen]. Accompanied by: 1 PowerPoint file.

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Box 49: System requirements

System requirements describe the particular software and hardware needed to view the message and/or its attachments.

• Begin with the phrase "System Requirements" followed by a colon and a space

• Use the wording supplied by the author; no standardization is needed

• Separate the types of information by a semicolon and a space

• End requirement information with a period

Example:

> System Requirements: Internet Explorer version 4.0 or greater; Adobe Reader 7.0.

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Box 50: Other types of material to include in notes:

Notes is a collective term for any type of information given after the citation itself. Examples include:

• Any restrictions on use of the archived message

> Messages restricted to members.

• Explanatory information on the content of the message

> Protein Lounge (San Diego, CA). Pathway illustration tool and database [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1, 2:53 pm [cited 2007 May 2]. [about 2 screens]. Describes ePath3D, a software tool for creating and managing illustrated 3D pathways for publications and presentations.

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Box 51: Surnames with hyphens and other punctuation in them:

• Keep hyphens in surnames

      Estelle Palmer-Canton   *becomes*   Palmer-Canton E

      Ahmed El-Assmy   *becomes*   El-Assmy A

• Keep particles, such as O', D', and L'

      Alan D. O'Brien   *becomes*   O'Brien AD

      James O. L'Esperance   *becomes*   L'Esperance JO

      U. S'adeh   *becomes*   S'adeh U

• Omit other punctuation in surnames

      Charles A. St. James   *becomes*   St James CA.

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Box 52: Other surname rules:

• Keep prefixes in surnames

      Lama Al Bassit   *becomes*   Al Bassit L

      Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

      Gerard de Pouvourville   *becomes*   de Pouvourville G

• Keep compound surnames even if no hyphen appears

      Sergio Lopez Moreno   *becomes*   Lopez Moreno S

      Jaime Mier y Teran   *becomes*   Mier y Teran J

      Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      À   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

   ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

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Box 53: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, preposition, or particle

  D'Arcy Hart   *becomes*   Hart D

  W. St. John Patterson   *becomes*   Patterson WS

  De la Broquerie Fortier   *becomes*   Fortier D

  Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

  Ch. Wunderly   *becomes*   Wunderly C

  Charles Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  Georgios Th. Tsakalos   *becomes*   Tsakalos GTh

Box 54: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S. becomes Reed JA

  Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

  Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand   *becomes*   Hildebrand F

  Dr. Jane Eberhard   *becomes*   Eberhard J

  Captain R.C. Williams   *becomes*   Williams RC

Box 55: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

  James G. Jones II   *becomes*   Jones JG 2nd

  John A. Adams III   *becomes*   Adams JA 3rd

  Henry B. Cooper IV   *becomes*   Cooper HB 4th

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Box 56: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

- Georgios Th. Tsakalos   *becomes*   Tsakalos GTh

  o Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Treat letters marked with diacritics or accents as if they are not marked

  Å *treated as* A

  Ø *treated as* O

  Ç *treated as* C

  Ł *treated as* L

  à *treated as* a

  ĝ *treated as* g

  ñ *treated as* n

  ü *treated as* u

  o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

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Box 57: Organization as author:

An organization such as a university, society, association, corporation, or government body may be an author.

• Omit "The" preceding an organizational name

   The American Cancer Society   *becomes*   American Cancer Society

• If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

   American Medical Association, Committee on Ethics.

   International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

   American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

   National Academy of Sciences (US).

   Royal Marsden Hospital (GB).

• For names of organizations in languages other than English:

   ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Istituto di Fisiologia Clinica del CNR.

      Universitatsmedizin Berlin.

      Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

   ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html]. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

      or

      [Russian Respiratory Society].

   ○ Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

      [Chinese Medical Society].

   ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      ■ Treat letters marked with diacritics or accents as if they are not marked

         À   *treated as*   A

         Ø   *treated as*   O

         Ç   *treated as*   C

         Ł   *treated as*   L

         à   *treated as*   a

         ĝ   *treated as*   g

         ñ   *treated as*   n

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ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 58: Title of author given:

• If the author's title is given, place it at the beginning of the affiliation

    Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

Box 59: Options for author names:

The following format is not NLM practice for citing authors of messages, but is an acceptable option:

• Full first names of authors may be given

  ○ Separate the surname from the given name or initials by a comma and a space

  ○ Follow initials with a period
    Examples:

      Takagi, Yasushi.

      Chiarugi, Alberto M.

Box 60: Abbreviations in affiliations:

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

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Box 61: E-mail address included:

• Follow the US state, Canadian province, or country of the author with a period and a space
• Insert the e-mail address as it appears in the message
• Do not end an e-mail address with a period
• Place the e-mail address inside the closing parenthesis for the author affiliation
Example:

Patrias K (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

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Box 62: Titles in affiliations:

• If the author's title is given, place it at the beginning of the affiliation

Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

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Box 63: Organizational names for affiliations not in English:

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked.

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters.

æ	*treated as*	ae
œ	*treated as*	oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 64: Names for cities and countries not in English:

• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

Moskva   *becomes*   Moscow

Wien   *becomes*   Vienna

Italia   *becomes*   Italy

Espana   *becomes*   Spain

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Box 65: No affiliation found:

• If no affiliation is found or the affiliation is incomplete but it can be determined from the message content or from knowledge of the writer, put the place name or other information in square brackets

Wolf MR (University of Southern California, [Los Angeles], CA).

Gonzales R ([Harvard Medical School, Boston, MA]).

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Box 66: Titles with required prefix:

• Some discussion lists require that a message title begin with a specified subject designation or a category for the type of message, often placed in all capital letters. Retain such prefixes in the title.

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

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Box 67: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a message title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    c-jun/AP-1 activation and the antiproliferative activity of phenethyl isothiocyanate.

    p53 and its downstream proteins as molecular targets of cancer.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Microglial α7 nicotinic acetylcholine receptors.

    or

    Microglial alpha7 nicotinic acetylcholine receptors.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

    Phospholipase C/IP$_3$ pathway.

    or

    Phospholipase C/IP(3) pathway.

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Box 68: Titles not in English:

- Provide the message title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    La recherche sur les embryons. In:

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

    Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki. In:

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

    Anrakushi to keiho. In:

    or

    [Euthanasia and criminal law]. In:

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben. In:

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina]. In:

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Box 69: Translated titles ending in punctuation other than a period:

- Give a translation after the original or romanized title
- If a translated message title ends in another form of punctuation, keep that punctuation
- Place the translated title in the square brackets
- End title information with a period.
  Example:

    Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] (archivistes_hospitaliers@listes.univ-lyon1.fr) [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

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Box 70: Titles containing special characters:

- Retain underlines and other special characters in list titles

    RC_WORLD [Internet].

    HEALTH_2_0 [Internet].

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Box 71: Titles not in English:

• Provide the list title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    DEUTSCHE-LISTE [Internet].

    archivistes hospitaliers [Internet].

• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

• Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ◦ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

   ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

• Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    archivistes hospitaliers [hospital archivists] [Internet].

Box 72: Titles not in English:

• If a translation of a list title is provided, give the translation after the original or romanized title and place it in square brackets

• Put "discussion list on the Internet" in square brackets following the translation

• End with a period

  Example:

    Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [discussion list on the Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

Box 73: Both a content type and a type of medium:

• Give the content type "discussion list" before the type of medium separated by "on the"

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [discussion list on the Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

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Box 74: Titles not in English:

• If a translation of a list title is provided, give the translation after the original or romanized title and place it in square brackets
• Put Internet in square brackets following the translation
• End with a period
Example:

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

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Box 75: Locating the place of publication:

• Use the Web site of the list to determine place of publication and publisher
Messages often do not contain information about the place of publication. The e-mail address for the list only reflects server location, which may or may not be the location of the list publisher. For example, the MEDLIB-L list currently resides on a server at the University of Vermont:

MEDLIB-L@LIST.UVM.EDU

but the list is published by the Medical Library Association in Chicago.
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Box 76: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  o Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): or Malaga (ES):

    Basel (Switzerland): or Basel (CH):

    Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 77: No place of publication can be found:

- If no place of publication can be found for the list but one can be reasonably inferred (e.g., Chicago as the place for a list of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    [New York]: American Lung Association;

- If no place of publication can be found or inferred, use [place unknown]

    KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

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Box 78: Determining the publisher:

- Use the Web site of the list to determine the publisher
Actual messages often do not contain publishing information. The e-mail address for the list only reflects server location, which may or may not be the location of the list publisher. For example, the MEDLIB-L list currently resides on a server at the University of Vermont:

    MEDLIB-L@LIST.UVM.EDU

    but the list is published by the Medical Library Association in Chicago.

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Box 79: Abbreviated words in publisher names:

- Abbreviate commonly used words in publisher names, if desired

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

        Dept. for Department

        Div. for Division

        Inst. for Institute or Institution

        Ltd. for Limited

        Soc. for Society

        Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

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Box 80: Non-English names for publishers:

• Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;

• Romanize names given in Cyrillic, Greek, Arabic, Hebrew

  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

• Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: Medikaru Rebyusha;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

• If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

     Å   *treated as*   A

     Ø   *treated as*   O

     Ç   *treated as*   C

     Ł   *treated as*   L

     à   *treated as*   a

     ĝ   *treated as*   g

     ñ   *treated as*   n

     ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ   *treated as*   ae

     œ   *treated as*   oe

• Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

• As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 81: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

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Box 82: No publisher can be found:

- If no publisher can be found, use [publisher unknown]

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Box 83: Time of the message included:

- Follow the date of the message with a comma and a space
- Give the time in the format hour:minutes using 12-hour time, such as 10:15, and a space
- Enter the time as AM or PM
- End with a space

  Example:

  Murray GC. A diagram of the UMLS Semantic Network. In: UMLSUSERS-L [Internet]. Bethesda (MD): National Library of Medicine (US); 2007 Apr 23, 11:33 AM [cited 2007 May 2]. [60 lines].

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Box 84: Formats for dates:

• Dates in US messages usually appear in the format month day year. For example: 5/1/2007 or April 23, 2007.

• Dates in other countries may appear in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

• Enter the year first, then the month and the day, regardless of the format found

    5/1/2007   *becomes*   2007 May 1

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

• Translate names of months into English and abbreviate them using the first three letters

    mayo = May

    luty = Feb

    brezen = Mar

  Example:

    22 Marz 2002   *becomes*   2002 Mar 22

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Box 85: Non-English names for months:

• Translate names of months into English

• Abbreviate them using the first three letters

• Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

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Box 86: Optional date location:

It is not NLM policy, but the following is an acceptable option:

The date for the message may follow the author name in the list of references when the name-year system of in-text references is used.

• Use the complete date of the communication

• Place the date after the author and any author affiliation, followed by a period

• Keep the date of citation in its standard place

  NLM citation:

    Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 Mar 2 [cited 2007 Mar 2]. [5 paragraphs].

  Name-year system of citation:

    Davis BF. 2007 Mar 2. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; [cited 2007 Mar 2]. [5 paragraphs].

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Box 87: Messages containing an attachment:

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

• Begin with the phrase "Accompanied by" followed by a colon and a space

• Give the number and type of items

    2 Word files

    1 PowerPoint file

    1 videocast

• Follow the number and type with a comma and the extent of the attachment, if desired

    Accompanied by: 1 GIF file, 20KB.

    Accompanied by: 1 PDF file, 5 p.

    Accompanied by: 1 videocast, 3 min.

• End with a period

• Place accompanying information after the date of citation and any extent provided

  Example:

    Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB. Available from: http://www.afronets.org/docs-related.php

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Box 88: Breaking long URLs:

Some URLs (Uniform Resource Locators) are longer than one line.

• Retain the entire string as found when possible

• Break a URL at a slash if necessary

• Do not insert a hyphen or a hard line break within a URL

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Box 89: URLs not directly addressable:

The URL as displayed may not always be used to retrieve the message, i.e., it is not directly addressable.

• Always check to see if the URL is directly addressable

• If it is not, provide instructions for locating it from the closest addressable URL
  Example:

    GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government
    Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines]. Available from: http://listserv.access.gpo.gov/ by clicking on
    Online mailing list archives.

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Box 90: Messages containing an attachment:

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

• Begin with the phrase "Accompanied by" followed by a colon and a space

• Give the number and type of items

    2 Word files

    1 PowerPoint file

    1 videocast

• Follow the number and type with a comma and the extent of the attachment, if desired

    Accompanied by: 1 GIF file, 20KB.

    Accompanied by: 1 PDF file, 5 p.

    Accompanied by: 1 videocast, 3 min.

• End with a period

• Place accompanying information after the date of citation and any extent provided
  Example:

    Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4
    [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB. Available from: http://www.afronets.org/docs-related.php

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Box 91: System requirements

System requirements describe the software and hardware needed to view the message and/or its attachments.

• Begin with the phrase "System Requirements" followed by a colon and a space

• Use the wording supplied by the author; no standardization is needed

• Separate the types of information by a semicolon and a space

• End requirement information with a period
  Example:

  System Requirements: Internet Explorer version 4 or greater; Adobe Reader 7.0.

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Box 92: Other types of material to include in notes:

Notes is a collective term for any type of information given after the citation itself. Examples include:

• Any restrictions on use of the archived message

  Messages are restricted to members and may not be shared without written permission of the author of the message.

• Explanatory information on the content of the message

  Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens]. List for acute myelocytic leukemia.

  Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs]. IUPUI is Indiana University-Purdue University Indianapolis.

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Box 93: Determining the author:

• Look first for the author at the top, bottom, or sidebar of the opening screen(s) of the blog

• Try links such as "About", "Contact", and "My Profile" to find the author

• Look at the messages posted by the blog owner

• Do not assume that an individual named as Web master or Web designer is the author; he or she most probably is not

• Do not assume that an individual named in association with a copyright statement, such as "copyright 1997 by John A. Smith" is the author

• If the only personal name given in a site is associated with a copyright statement, use that name as the publisher

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Box 94: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

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Box 95: Other surname rules:

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the site for clarification such as an "About" or "My Profile" link. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    o Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

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Box 96: Given names containing punctuation, a prefix, a preposition, or particle:

• Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

• Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

• Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

• For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 97: Degrees, titles, and honors before or after a personal name:

• Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

    Robert V. Lang, Major, US Army   *becomes*   Lang RV

• Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand   *becomes*   Hildebrand F

    Dr. Jane Eberhard   *becomes*   Eberhard J

    Captain R.C. Williams   *becomes*   Williams RC

Box 98: Designations of rank in a family, such as Jr and III:

• Place family designations of rank after the initials, without punctuation
• Convert roman numerals to arabic ordinals
  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

  James G. Jones II   *becomes*   Jones JG 2nd

  John A. Adams III   *becomes*   Adams JA 3rd

  Henry B. Cooper IV   *becomes*   Cooper HB 4th

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Box 99: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

• Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
• Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  Georgios Th. Tsakalos   *becomes*   Tsakalos GTh

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ○ Treat letters marked with diacritics or accents as if they are not marked

     Å   *treated as*   A

     Ø   *treated as*   O

     Ç   *treated as*   C

     Ł   *treated as*   L

     à   *treated as*   a

     ĝ   *treated as*   g

     ñ   *treated as*   n

     ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ   *treated as*   ae

     œ   *treated as*   oe

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Box 100: Non-English words for editor:

- Translate the word found for editor into English when possible. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

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Box 101: Organization as author:

An organization such as a university, society, association, corporation, or government body may be an author.

• Omit "The" preceding an organizational name

   The American Cancer Society   *becomes*   American Cancer Society

• If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

   American Medical Association, Committee on Ethics.

   International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

   American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

   National Academy of Sciences (US).

   Royal Marsden Hospital (GB).

• For names of organizations in languages other than English:

   ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Istituto di Fisiologia Clinica del CNR.

      Universitatsmedizin Berlin.

      Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

   ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html]. Follow a non-English name with a translation when possible. Place all translations in square brackets.

      Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

      or

      [Russian Respiratory Society].

   ○ Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

      [Chinese Medical Society].

   ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      ■ Treat letters marked with diacritics or accents as if they are not marked

         À   *treated as*   A

         Ø   *treated as*   O

         Ç   *treated as*   C

         Ł   *treated as*   L

         à   *treated as*   a

         ĝ   *treated as*   g

         ñ   *treated as*   n

ü   *treated as*   u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 102: No author can be found:

- • If no person or organization can be found as the author but editors are present, begin the reference with the names of the editors. Follow the same rules used for author names, but end the list of names with a comma and editor or editors.

    Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

- • If no person or organization can be identified as the author and no editors are given, begin the reference with the title of the blog. Do not use anonymous.

    KidneyNotes.com [blog on the Internet]. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Box 103: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options.

- • Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Chiarugi, Alberto M.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- • If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al.

    Adler DG, Baron TH, Davila RE, and others.

Box 104: Abbreviations in affiliations:

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

　　Examples:

　　　　Acad. for Academy

　　　　Assoc. for Association

　　　　Co. for Company

　　　　Coll. for College

　　　　Corp. for Corporation

　　　　Dept. for Department

　　　　Div. for Division

　　　　Inst. for Institute or Institution

　　　　Soc. for Society

　　　　Univ. for University

　　See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

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Box 105: E-mail address included:

• Follow the US state, Canadian province, or country of the author with a period and a space

• Insert the e-mail address as it appears in the message

• Do not end an e-mail address with a period

• Place the e-mail address inside the closing parenthesis for the author affiliation
　Example:

　　Patrias K (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

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Box 106: Titles in affiliations:

• If the author's title is given, place it at the beginning of the affiliation if desired

　　Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

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Box 107: Organizational names for affiliations not in English:

• Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

• Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

> Carpentier AF. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

> Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

• Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

> Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

• Translate organizational names in character-based languages (Chinese, Japanese, Korean)

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

> Å *treated as* A
>
> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ *treated as* ae
>
> œ *treated as* oe

• Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

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Box 108: Names for cities and countries not in English:

• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

     Moskva   *becomes*   Moscow

     Wien   *becomes*   Vienna

     Italia   *becomes*   Italy

     Espana   *becomes*   Spain

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Box 109: No affiliation found:

• If no affiliation is found or the affiliation is incomplete but it can be determined from the message content or from knowledge of the writer, put the place name or other information in square brackets

     Wolf MR (University of Southern California, [Los Angeles], CA).

     Gonzales R ([Harvard Medical School, Boston, MA]).

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Box 110: Determining the title:

Some blogs do not clearly state the title. Use the following sources in the order given:

• Look for the most prominent (usually the largest) wording on the opening screen
• Use the "About" or similar link
• Look at the title bar of the Web browser (generally in the top left corner)
• Look for the title in the source code of the blog if it is displayed by the Web browser

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Box 111: Titles not in English:

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Fresquet Febrer JL. Blog de Historia de la medicina [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

    Endotoksikoza Blog [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

    Chokaku shogai [blog on the Internet].

    or

    [Hearing impairments] [blog on the Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    Fresquet Febrer JL. Blog de Historia de la medicina [Blog of the history of medicine] [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Title

Box 112: Titles in more than one language:

• If a blog is written in several languages:

  ○ Give the title in the first language found on the opening screens

  ○ List all languages of publication after the availability statement

  ○ Separate the languages by commas

  ○ End the list of languages with a period

• If a blog has equal text in two or more languages, as may occur on Canadian sites:

  ○ Give all titles in the order in which they are found on the opening screens

  ○ Place an equals sign with a space on either side between each title

  ○ List the languages, separated by commas, after the availability statement

  ○ End the list of languages with a period
    Example:

      Kikanshi kunai choonpa dansoho = Endobronchial ultrasonography [blog on the Internet]

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Box 113: Titles ending in punctuation other than a period:

• Most titles end in a period. Place [Internet] inside period.

  Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

  Scalpel or Sword? [Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Title

Box 114: Titles containing a Greek letter or another special character:

- Reproduce the title of a blog as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  eHealth: a blog devoted to ehealth and healthcare information technology [Internet].

  PHARMALOT

  A*L*S Blog

  Emergiblog

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-Amino Acids

  may become

  beta-Amino Acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 Nanoparticles

  may become

  TiO(2) Nanoparticles

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Box 115: Titles ending in punctuation other than a period:

- Most titles end in a period. Place the closing period after the content type and type of medium.

  Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

  Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

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Box 116: Titles not in English:

- If a translation of a title is provided, put the translation in square brackets
- Place the content type and type of medium in square brackets after the translation

  Endotoksikoza [Endotoxicosis] [blog on the Internet].

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Box 117: Both a content type and a type of medium:

- Give the content type (blog) and the phrase "on the" before the type of medium (Internet) in one set of square brackets.

    Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Type of Medium

Box 118: Titles ending in punctuation other than a period:

- Most titles end in a period. Place [Internet] before the period.

    Cohen MH. CAMLAW: complementary and alternative medicine law blog [Internet]. Cambridge (MA): Michael H. Cohen, Esq. c2007 -   [cited 2007 May 16]. Available from: http://www.camlawblog.com/.

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

    Scalpel or Sword? [Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Type of Medium

Box 119: Titles not in English:

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title
- Place Internet in square brackets following the translation
- End with a period
    Example:

    Fresquet Febrer JL. Blog de Historia de la medicina [Blog of the history of medicine] [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

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Box 120: More than one type of secondary author:

A blog may have several types of secondary author.

- List all of them in the order they are given on the opening screens
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period
    Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, editors; Johnson CT, Marks C, Huston MA, illustrators.

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Box 121: Secondary author performing more than one role:

If the same secondary author performs more than one role:

• List all of them in the order they are given in the publication

• Separate the roles by "and"

• End secondary author information with a period
  Example:

>   Jones AB, editor and illustrator.

Box 122: Non-English names for secondary authors:

• Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

• If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

> Å *treated as* A
>
> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ *treated as* ae
>
> œ *treated as* oe

• Below is a brief list of non-English words for secondary authors:

Language	Word for Moderator	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	animateur moderateur	redacteur editeur	traducteur	producteur	illustrateur
German	diskussionsleiter koodinator moderator	redakteur herausgeber	ubersetzer dolmetscher	produzent produzentin	illustrator
Italian	moderatore	redattore curatore editore	traduttore	produttore	disegnatore
Russian	arbitr posryedneek	redaktor izdatel	perevodchik	rezhisser	konstruktor
Spanish	moderador	redactor	traductor	productor	ilustrador

Language	Word for Moderator	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
		editor		productora	

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Editor and other Secondary Authors

Box 123: Organization as editor or other secondary author:

An organization may be listed as an editor or other secondary author.

• Follow the instructions for entering the organizational name found under Organizations as author

• Place a comma, space, and the word editor, producer, or other role after the organization name

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

• Separate multiple organizations by a semicolon

International Kidney Society; European Renal Organization, curators.

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Box 124: Locating the place of publication:

• Look at the top, bottom, or sidebar of the opening screens

• If it is not in one of these locations, try to obtain it from a link within the site, usually a "contact us", "about", or similar link

• Look in the source code for the blog if it is displayed by the Web browser

• If the blog is self-published, look for "My Profile" and similar links to determine the location of the author and use that location as the place of publication

• If the place cannot be determined from the site itself:

o Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a blog issued by the American Medical Association.

Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

o Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 -   [cited 2007 May 16]. Available from: http://www.docnotes.net/.

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Box 125: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): or Malaga (ES):

    Basel (Switzerland): or Basel (CH):

    Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

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Box 126: No place of publication can be found:

- If no place of publication can be found on the opening screens or elsewhere on the blog site but the place can be reasonably inferred (e.g., Chicago as the place for a blog of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

- If the blog is self-published, use the location of the author as the place of publication

    Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

- If no place of publication can be found or inferred, use [place unknown]

    Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 -   [cited 2007 May 16]. Available from: http://www.docnotes.net/.

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Box 127: Determining the publisher:

- Look at the top, bottom, or sidebar of the opening screens
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society or © John Jones
- Try to obtain it from a link within the site, usually under a "contact us", "history", or similar link
- Look in the source code for the blog if it is displayed by the Web browser
- If the blog is self-published:
  ○ use the full author's name as the publisher

      Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

  ○ if the full author's name cannot be obtained from the site but can be located elsewhere, place the name in square brackets

      Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

- If no publisher can be identified, use "publisher unknown" in square brackets

    Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Publisher

Box 128: Abbreviated words in publisher names:

• Abbreviate commonly used words in publisher names, if desired

> *Examples:*
>
>> Acad. for Academy
>>
>> Assoc. for Association
>>
>> Co. for Company
>>
>> Coll. for College
>>
>> Corp. for Corporation
>>
>> Dept. for Department
>>
>> Div. for Division
>>
>> Inst. for Institute or Institution
>>
>> Ltd. for Limited
>>
>> Soc. for Society
>>
>> Univ. for University
>
> See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Publisher

Box 129: Non-English names for publishers:

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo

    Lisbon: Imprensa Medica

- Romanize names in Cyrillic, Greek, Arabic, Hebrew

    Sofia (Bulgaria): Sofia Medizina i Fizkultura

- Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

    Taiyuan (China): Shanxi ke xue ji she chu ban she

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press]

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Box 130: Government agencies and other national and international bodies as publisher:

• When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

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Box 131: No publisher can be found:

• If the blog is self-published:

  ○ use the full author's name as the publisher

    Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

  ○ if the full author's name cannot be obtained from the site but can be located elsewhere, place the name in square brackets

    Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

• If no publisher can be identified, use "publisher unknown" in square brackets

    Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Return to 26. Electronic Mail and Discussion Forums / C. Blogs / Publisher

Box 132: Locating the date of publication:

When a blog does not clearly state the date the blog began (and closed):

• Look for the beginning date in a link titled "About", "My Profile", etc., at the top, bottom, or on the sidebar of the opening screens

• If the beginning date is not stated but the date of the earliest (and latest if closed) postings to the blog can be determined, place date information in square brackets

    Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] -   [cited 2007 May 16]. Available from: http://www.cdc.gov/healthmarketing/blog.htm

    Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] -   [cited 2007 May 16]. Available from: http://www.nursingstudio.net

• If the neither the beginning date of the blog nor the earliest dates of the postings in the blog can be determined, but the blog contains a copyright date or date range, use that date preceded by "c", as c2007

    KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

• If the beginning date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

• If none of the above can locate a date, use "date known" in square brackets

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Box 133: Multiple years of publication:

• For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

• If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

• Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

• Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

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Box 134: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

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Box 135: Date of publication and date of copyright:

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.
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Box 136: No date of publication, but a date of copyright:

- If no beginning date of publication can be found, use the earliest date of messages posted to the blog, usually found under "Archive"
- If the neither the beginning date of the blog nor the dates of the earliest messages in the blog can be determined but the blog contains a copyright date or date range, use that date preceded by "c", as c2007

  KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

  Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

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Box 137: No beginning date is provided:

- If the date the blog began cannot be found but the date of the earliest (and latest if closed) postings to the blog can be determined, place date information in square brackets

    Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] -   [cited 2007 May 16]. Available from: http://www.cdc.gov/healthmarketing/blog.htm

    Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] -   [cited 2007 May 16]. Available from: http://www.nursingstudio.net

- If the neither the beginning date nor the dates of the earliest postings to the blog can be determined, but the blog contains a copyright date or date range, use that date preceded by "c", as c2007

    KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

    Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

- If the date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets
- If none of the above can locate a date, use "date known" in square brackets

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Box 138: Blog is no longer updated:

If a blog is closed, i.e., it is no longer posting or receiving comments:

- Give the beginning and ending dates of the blog
- Separate the two dates with a space, hyphen, space
- End date information with a space
    Examples:

    2005 - 2006

    2004 Jan - 2007 Feb

    2005 Feb 3 - 2006 Dec 31

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Box 139: Options for date of publication:

It is not NLM policy, but the date of publication may follow the author(s) (or title and type of medium if there is no author) in the list of references when the name-year system of in-text references is used.

• Use the date of the earliest messages or of copyright if there is no publication date

• Keep the hyphen following the date when the blog is open

• Include both the beginning and ending years if a blog is closed

• Keep any square brackets surrounding a date

• Place the date unknown after the author(s) (or title and type of medium if there is no author)

• End date information with a period

• Leave the date of citation in its usual location

NLM citation:

Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 -   [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Name-year system of citation:

Bernstein M. 2004 Jul -   . Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. [2004 Dec] -   . medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [cited 2007 May 16]. Available from: http://www.medgadget.com/.

Wall Street Journal. c2007 -   . HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

KidneyNotes.com [blog on the Internet]. c2006 -   . Viklund A, CSSCreator, illustrators. New York: KidneyNotes. [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

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Box 140: Breaking long URLs:

Some URLs (Uniform Resource Locators) are longer than one line.

• Retain the entire string as found when possible

• Break a URL at a slash if necessary

• Do not insert a hyphen or a hard line break into a URL

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Box 141: URLs not directly addressable:

The URL as displayed by the Web browser may not always be used to retrieve the blog, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL
  Example:

    Available from: http://www.unimelb.edu.au/adi/ by using the blog link.

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Box 142: Blogs appearing in more than one language:

- If the contents of a blog appear in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period
- If the first title is not English, follow with a translation when possible. Place the translation in square brackets.

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Box 143: Types of material to include in notes:

The notes element may be used to provide any further information. Begin by citing the blog, then add the note. Examples of notes are:

- System requirements, such the specific software and hardware needed to view and interact with the blog

    System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/ high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

- Information on access requirements/limitations

    Comments accepted from physicians only.

- Explanations of initialisms or acronyms used in the title or publisher name of the blog

    Tripathi M. MAeHC Blog [Internet]. Waltham (MA): Micky Tripathi. [2006] -   [cited 2007 May 17]. Available from: http://maehc.blogspot.com/. MAeHC is the Massachusetts eHealth Collaborative.

- The name of the organization(s) sponsoring or supporting the blog

    Current support from the National Science Foundation Biological Databases & Informatics Program and MIT's Cell Decision Process Center.

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Box 144: Determining the title:

Some wikis do not clearly state the title. Use the following sources in the order given:

• Look for the most prominent (usually the largest) wording on the opening screen

• Use the "About" or similar link

• Look at the title bar of the Web browser (generally in the top left corner)

• Look for the title in the source code of the wiki if it is displayed by the Web browser

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Box 145: Titles not in English:

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    PflegeWiki [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug - [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [http://www.loc.gov/catdir/cpso/roman.html].

    Endotoksikoza [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

    Chokaku shogai [Internet].

    or

    [Hearing impairments] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    o Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    PflegeWiki [Nursing Wiki] [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug - [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

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Box 146: Titles in more than one language:

• If a wiki is written in several languages:

○ Give the title in the first language found on the opening screens

○ List all languages of publication after the availability statement

○ Separate the languages by commas

○ End the list of languages with a period
Example:

> Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://www.wikipedia.org/. English, French, Japanese, Italian, Spanish, German, Polish, Dutch, Portuguese, Swedish, and others.

• If a wiki has equal text in two or more languages, as often occurs in Canadian publications:

○ Give all titles in the order in which they are found on the opening screens

○ Place an equals sign with a space on either side between each title

○ List the particular languages, separated by commas, after the availability statement

○ End the list of languages with a period
Example:

> Kikanshi kunai choonpa dansoho = Endobronchial ultrasonography [Internet]

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Box 147: Titles ending in punctuation other than a period:

• Most titles end in a period. Place [Internet] before the period.

> The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi

• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

> Interns Wiki! [Internet].

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Box 148: Titles containing a Greek letter or another special character:

- Reproduce the title of a wiki as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  xanthusBase

  RxWiki

  WIKISURGERY

  A*L*S Wiki

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-amino acids

  may become

  beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 Nanoparticles

  may become

  TiO(2) Nanoparticles

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Box 149: Titles ending in punctuation other than a period:

- Most titles end in a period. Place the closing period after the content type and type of medium.

  OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

  Health for You! [wiki on the Internet].

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Box 150: Titles not in English:

- If a translation of a title is provided, put it in square brackets
- Place the content type and type of medium in square brackets after the translation

  Endotoksikoza [Endotoxicosis] [wiki on the Internet].

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Box 151: Both a content type and a type of medium:

• Give the content type (wiki) and the phrase "on the" before the type of medium (Internet) in one set of square brackets

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

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Box 152: Titles ending in punctuation other than a period:

• Most titles end in a period. Place [Internet] before the period

WIKISURGERY [Internet]. London: Surgical Associates Ltd. 2006 Sep -   [modified 2007 Jan 30; cited 2007 May 3]. Available from: http://www.wikisurgery.com/.

• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

Health for You! [Internet].

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Box 153: Titles not in English:

• If a translation of a title is provided, give the translation in square brackets after the original language or romanized title
• Place Internet in square brackets following the translation
• End with a period
Example:

PflegeWiki [Nursing Wiki] [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

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Box 154: Role not named:

• If a name or names are given for the individuals clearly responsible for the wiki's content but the specific role such as editor or curator is not provided, use the term "moderator" or "moderators"

Jones J, moderator.

Phillips SA, Sanger RG, moderators.

• If the same name(s) are given as publisher, do not also give them here as a secondary author
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Box 155: More than one type of secondary author:

A wiki may have several types of secondary author.

• List all of them in the order they are given on the opening screens

• Separate each type of secondary author with the accompanying role by a semicolon

• End secondary author information with a period
Examples:

Smith BC, editor; Carson HT, moderator.

Graber AF, Longstreet RG, moderators; Johnson CT, Marks C, Huston MA, editors.

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Box 156: Secondary author performing more than one role:

If the same secondary author performs more than one role:

• List all of them in the order they are given in the publication

• Separate the roles by "and"

• End secondary author information with a period
Example:

Jones AB, editor and moderator.

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Box 157: Non-English names for secondary authors:

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Moderator	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	animateur moderateur	redacteur editeur	traducteur	producteur	illustrateur
German	diskussionsleiter koodinator moderator	redakteur herausgeber	ubersetzer dolmetscher	produzent produzentin	illustrator
Italian	moderatore	redattore curatore editore	traduttore	produttore	disegnatore
Russian	arbitr posryedneek	redaktor izdatel	perevodchik	rezhisser	konstruktor
Spanish	moderador	redactor editor	traductor	productor productora	ilustrador

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Box 158: Organization as editor or other secondary author:

An organization may be listed as an editor or other secondary author.

• Follow the instructions for entering the organizational name found under Organizations as author

• Place a comma, space, and the word editor, producer, or other role after the organization name

    Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

• Separate multiple organizations by a semicolon

    International Kidney Society; European Renal Organization, curators.

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Box 159: Locating the place of publication:

• Look at the top, bottom, or sidebar of the opening screens

• If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us", "history", or similar link

• Look in the source code for the wiki if it is displayed by the Web browser

• If the place cannot be determined from the site itself:

   ○ Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a wiki issued by the American Medical Association.

     Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 - [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

   ○ Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

     WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov - [cited 2007 May 4]. Available from: http://wikiomics.org/.

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Box 160: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  > Å *treated as* A
  >
  > Ø *treated as* O
  >
  > Ç *treated as* C
  >
  > Ł *treated as* L
  >
  > à *treated as* a
  >
  > ĝ *treated as* g
  >
  > ñ *treated as* n
  >
  > ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ *treated as* ae
  >
  > œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  > Montreal (QC):
  >
  > Ottawa (ON):
  >
  > Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  > London:
  >
  > Rome:
  >
  > Paris:
  >
  > Madrid:
  >
  > *but*
  >
  > Malaga (Spain): or Malaga (ES):
  >
  > Basel (Switzerland): or Basel (CH):
  >
  > Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

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Box 161: Joint publication:

Two or more organizations may co-publish a wiki.

- Use the city of the first organization found on the opening screens (or on "contact us", "history", or other links if no place information appears on the opening screens), as the place of publication
- Put the name of the other organization(s) as a note at the end of the citation, if desired

    The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

- Do not give multiple places as place of publication or include multiple publishers

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Box 162: Multiple places of publication:

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

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Box 163: No place of publication can be found:

- If no place of publication can be found on the opening screens or elsewhere on the site but the place can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page.

- If no place of publication can be found or inferred, use [place unknown]

    WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/.

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Box 164: Determining the publisher:

- Look at the top, bottom, or sidebar of the opening screens
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society or © Coastal Research Group
- Try to obtain it from a link within the site, usually under a "contact us", "history", or similar link
- Look in the source code for the wiki if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use "publisher unknown" in square brackets

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Box 165: Abbreviated words in publisher names:

• Abbreviate commonly used words in publisher names, if desired

> *Examples:*
>
> > Acad. for Academy
> >
> > Assoc. for Association
> >
> > Co. for Company
> >
> > Coll. for College
> >
> > Corp. for Corporation
> >
> > Dept. for Department
> >
> > Div. for Division
> >
> > Inst. for Institute or Institution
> >
> > Ltd. for Limited
> >
> > Soc. for Society
> >
> > Univ. for University
>
> See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period

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Box 166: Non-English names for publishers:

• Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo

    Lisbon: Imprensa Medica

• Romanize names in Cyrillic, Greek, Arabic, Hebrew

    Sofia (Bulgaria): Sofia Medizina i Fizkultura

• Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

    Taiyuan (China): Shanxi ke xue ji she chu ban she

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

• If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

• Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

• As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press]

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Box 167: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Agency" appears, consider ABC Agency the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.

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Box 168: Joint publication:

Two or more organizations may co-publish a wiki.

- Use the name of the first organization found on the opening screens (or on "contact us", "history", or other links if no publisher information appears on the opening screens), as the publisher
- Place the name of the other organization(s) as a note at the end of the citation, if desired
    Example:

    The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

- Do not give more than one name as publisher

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Box 169: Multiple publishers:

- If more than one publisher is found on the opening screens, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired.

    The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

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Box 170: No publisher can be found:

• If no publisher can be found, use [publisher unknown]

   ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

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Box 171: Locating the date of publication:

When wikis do not clearly state the date the wiki began (and closed):

• Look for a link titled "About", "History", etc., at the top, bottom, or on the sidebar of the opening screens

• If the beginning date cannot be found but the date of the earliest (and latest if closed) content posted to the wiki can be determined, place date information in square brackets

   HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

• If the neither the beginning date nor the dates of the earliest content posted to the wiki can be determined but the wiki contains a copyright date or date range, use that date preceded by "c", as c2007

   xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

• If the date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

   Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] -   [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

• If none of the above can locate a date, use "date known" in square brackets

   HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] -   [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

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Box 172: Multiple years of publication:

• For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

• If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

• Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

• Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

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Box 173: Non-English names for months:

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

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Box 174: Date of publication and date of copyright:

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

• Use only the date of publication unless three or more years separates the two dates
• In this situation, use both dates, beginning with the year of publication
• Precede the date of copyright by the letter "c"
• Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

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Box 175: No date of publication, but a date of copyright:

• If no beginning date of publication can be found, use the earliest date of content/messages posted to the wiki

• If the neither the beginning date of the wiki nor the dates of the earliest content posted to the wiki can be determined, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

> xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

> Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

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Box 176: No date of creation is provided:

• If the date the wiki began cannot be determined but the date of the earliest (and latest if closed) messages/content posted to the wiki can be determined, place date information in square brackets

> HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

• If the neither the beginning date nor the earliest dates of the content posted to the wiki can be determined but the wiki contains a copyright date or date range, use that date preceded by "c", as c2007

> xanthusBase [Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

> Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

• If the date cannot be determined by any of the methods listed above, but the beginning date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets

> Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] -   [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

• If none of the above can locate a date, use "date known" in square brackets

> HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] -   [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

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Box 177: Wiki is no longer accepting contributions:

If a wiki is closed, i.e., it is no longer accepting comments or contributions:

• Give the beginning and ending dates of the wiki

• Separate the two dates with a space, hyphen, space

• End date information with a space
   Examples:

    2005 - 2006

    2004 Jan - 2007 Feb

    2005 Feb 3 - 2006 Dec 31

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Box 178: Options for date of publication:

It is not NLM policy, but the date of publication may follow the title and type of medium in the list of references when the name-year system of in-text references is used.

• Use only the year of publication (omitting months and days) or of copyright if there is no publication date

• Keep the hyphen following the date when the wiki is open

• Include both the beginning and ending years if a wiki is closed

• Keep any square brackets surrounding a date

• Use [date unknown] if no date can be determined

• Place the year(s) or [date unknown] after the title and type of medium

• End date information with a period

• Leave any date of update/revision and the date of citation in their usual locations
   NLM citation:

   Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 - [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

   Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 - [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

   xanthusBase [Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 - [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

   Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

   HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] - [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

   Name-year system of citation:

   Wikipedia: the free encyclopedia [Internet]. 2001 - . St. Petersburg (FL): Wikimedia Foundation, Inc. [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

   Clinfowiki [Internet]. 2005 - . [Portland (OR)]: Dean F. Sittig. [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

   xanthusBase [Internet]. c2006 - . [Syracuse (NY): Syracuse University, Welch Laboratory]. [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

   Student Doctor Network Wiki [Internet]. c1999-2007 - . [Granite Bay (CA)]: Coastal Research Group. [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

   HLWiki [Internet]. [2006 Aug] - . Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

Box 179: Locating the date of update/revision:

Wikis on the Internet are often updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:

• At the top, bottom, or sidebar of the opening screens

• In the source code for the wiki if it is displayed by the Web browser

Box 180: Non-English names for months:

• Translate names of months into English

• Abbreviate them using the first three letters

• Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

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Box 181: Both a date of update and a date of revision:

Various words are used to show that the content of a wiki has been changed, including updated, modified, revised, reviewed.

• Use the wording supplied in the wiki

• Give all words expressing update/revision with the dates provided, in ascending date order

• Enter dates in the format year month day

• Separate words with their dates by a semicolon and a space

    updated 2006 May; modified 2006 Dec;

    revised 2005 Dec 5; updated 2006 Mar 30;

• Add the date of citation and place all types of date in one set of square brackets

• End date information with a period placed outside the closing bracket
  Example:

    New York: Longworth. 2006 -   [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1].

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Box 182: Both a date of update/revision and a date of citation:

Various words are used to show that the content of a wiki has been changed, including updated, modified, revised, reviewed.

• Begin with the date(s) of update/revision in the format year month day

  ○ Use the wording for update/revision supplied in the wiki

  ○ Give all words with the dates provided, in ascending date order. For example:

      reviewed 2004 Sep 1; modified 2006 Aug 17;

  ○ Separate words by a semicolon and a space

  ○ End the date(s) of update/revision with a semicolon and a space

• Enter the date cited in the format year month day

• Place all dates of update/revision and the date of citation in one set of square brackets

• End with a period placed outside the closing bracket

  Example:

      OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

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Box 183: Breaking long URLs:

Some URLs (Uniform Resource Locators) are longer than one line.

• Retain the entire string as found when possible

• Break a URL at a slash if necessary

• Do not insert a hyphen or a hard line break into a URL

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Box 184: URLs not directly addressable:

The URL as displayed by the Web browser may not always be used to retrieve the wiki, i.e., it is not directly addressable.

• Always check to see if the URL is directly addressable

• If it is not, provide instructions for locating it from the closest addressable URL

  Example:

      Available from: http://www.unimelb.edu.au/adi/ by using the wiki link.

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Box 185: Multiple URLs:

If more than one URL can be used to locate a wiki:

• Give the URL you used in locating the wiki

• As an option, give all known URLs, separated by a space, a semicolon, and a space
  Example:

  http://en.wikipedia.org/wiki/Main_Page ; http://fr.wikipedia.org/wiki/Accueil ; http://de.wikipedia.org/wiki/Hauptseite ; http://it.wikipedia.org/wiki/Pagina_principale ; http://es.wikipedia.org/wiki/Portada

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Box 186: Wikis appearing in more than one language:

• If the contents of a wiki appear in several languages:

  ○ Give the title in the first language found on the opening screens

  ○ List all languages of publication after the Availability statement

  ○ Capitalize the language names

  ○ Separate the language names by commas

  ○ End the list of languages with a period
    Example:

    Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://www.wikipedia.org/. English, French, Japanese, Italian, Spanish, German, Polish, Dutch, Portuguese, Swedish.

• If a wiki has equal text in two or more languages, as often occurs in Canadian publications:

  ○ Give all titles in the order they are presented on the opening screens

  ○ Separate them with an equals sign surrounded by a space

  ○ List all languages of publication after the Availability statement

  ○ Capitalize the language names

  ○ Separate the language names by commas

  ○ End the list of languages with a period

• If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

    Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://en.wikipedia.org/wiki/Main_Page ; http://fr.wikipedia.org/wiki/Accueil ; http://de.wikipedia.org/wiki/Hauptseite ; http://it.wikipedia.org/wiki/Pagina_principale ; http://es.wikipedia.org/wiki/Portada English, French, German, Italian, Spanish

• If no title is in English, follow with a translation when possible. Place the translation in square brackets.

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Box 187: System requirements:

System requirements describe the software and hardware needed to view and interact with the wiki.

• Begin with the phrase "System Requirements" followed by a colon and a space
• Use the publisher's wording; no standardization is needed
• Separate the types of information with semicolons
• End requirement information with a period
  Example:

    System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/ high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

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Box 188: Other types of material to include in notes:

The notes element may be used to provide any further information. Begin by citing the wiki, then add the note. Examples of notes are:

• Names of any previous titles for the wiki

    Radiopaedia.org [Internet]. [place unknown: publisher unknown]. 2005 Dec 6 -   [cited 2007 May 5]. Available from: http://www.radiopaedia.org/. Formerly called Wikiradiology.

• Information on any access requirements/limitations

    ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/. Content/comments accepted from physicians only.

• Explanations of initialisms or acronyms used in the title or publisher name of the wiki

    The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi RHIO = Regional Health Information Organizations.

• The name of the organization(s) sponsoring or supporting the wiki

    WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/. Funded by the Godzik lab at the Burnham Institute for Medical Research in San Diego, CA.

    OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/. Current support from the National Science Foundation Biological Databases & Informatics Program and MIT's Cell Decision Process Center.

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